



## How to get your invoice paid on time?

Truth is we want the same thing you do – to process your invoices smoothly and pay on time. Moving to Tungsten e-Invoicing platform enhances our capabilities to reach this goal, so why not use it in full extend? Below we've summarized for you a few tips on how to speed up the payment by providing relevant invoice information.

### No 1 – Know your Purchase Order number


Most purchases of Mondelēz International require SAP Purchase Order (PO), which is typically transmitted to your sales department per e-mail or fax (if you have not received it, please approach your contact person in Mondelēz International). PO number is required for processing of your invoice, therefore please make sure that the number you provide:

- is relevant for the purchase you're invoicing (you might have multiple invoices per PO, but it is very unlikely that you can use one number for the whole year, most probably you're missing a fresh PO)
- has correct format (validation of invoices is partially automated, if the format is wrong, your invoice could be rejected), i.e.:

Late payment	Timely payment
4500123954/10 (PO line item added)	4500123954 (PO line item in separate field)
4300000123458 (more than 10 digits)	4300123458 (exactly 10 digits)
4600458923 (contract number)	4300478778 (call-off PO number)

- Mondelēz International entity which issued the PO matches Mondelēz International entity to which you issue your invoice

Late payment	Timely payment
TO: Mondelez Cadbury House, Sanderson Road Uxbridge, Middlesex, UB8 1DH	TO: Mondelez Europe Procurement GmbH -UK branch Cadbury House, Sanderson Road Uxbridge, Middlesex, UB8 1DH VAT Nr. GB 366 2627 38



**Purchase Order**

**4501234567**

Please quote this reference on all your documents

Mondelez Europe Procurement GmbH-UK branch  
 Cadbury House, Sanderson Road  
 Uxbridge, Middlesex, UB8 1DH  
 VAT Nr. 366 2627 38

On our Purchase Order you can find all necessary details- correct PO Number, correct Mondelēz International's entity

\*if the service you invoice does not require a PO – skip No 2-4 and continue with No 5

## **No 2 – State PO Line Item number on each invoice line**

A PO can have more than one line, numbered 10, 20, 30... etc. Stating both PO and Line Item number for each invoice line allows us to post your invoice much faster (in some cases even automatically on receipt).

## **No 3 – State delivery note numbers for each invoice line**

If you provide goods to Mondelēz International (not services), we will match your invoice with appropriate goods receipt record on PO based on the delivery note number. Therefore it's crucial that this number is stated on each invoice line item.

## **No 4 – Check purchase order information (unit of measurement, currency, material number)**

If the PO is issued in kilograms, use kilograms as unit for your invoice. Using tons will create unnecessary discrepancies and your invoice will have to be approved before it can be released. Please make sure the currency of your invoice matches with the PO and Mondelēz International material number (if applicable) is provided for each material type.=

## **No 5 – Don't forget the bank details**

If you'd like to make sure we pay the money exactly where you expect to receive them, let us know your bank details. If this information is not provided on invoice we will remit the money to your bank account set as default in our vendor master record.

## **No 6 – Use appropriate transmission channel**

If you have signed an e-Invoicing agreement Mondelēz International will accept invoices from you exclusively via Tungsten. Paper invoices will be rejected. The condition is to know valid Mondelēz International entity you are invoicing (contact details are below).


## **No 7 – Let us know about any changes in your company's name, address or VAT number**

If your VAT-relevant data stated on invoice do not match our vendor master data records your invoice will be put on hold for investigation. Therefore if your company's name, address or VAT registration number change, please send us written confirmation of the change in unchangeable format (PDF), so that we can update our database before your invoices reach due date.

## **What if my invoice was rejected?**

Check if your invoice is compliant with above instructions and all the invoice amounts add up (net+tax= gross, sum of all line items =net, etc). If yes, please contact Tungsten support – contacts available at <http://www.tungsten-network.com/customer-campaigns/mondelez-europe/> .

Correctly issued invoice with Purchase Order - be aware of all details



**Purchase Order** 4501234567

**Invoice from**  
ABC  
Dodavatel'ska 13  
123456 Paris  
France

**Invoice to:**  
Mondelez UK LTD  
Cadbury House, Sanderson  
Road  
Uxbridge, Middlesex, UB8 1DH

**Contact:** John Smith  
Tel: + 44 11 123 456 7  
Email: John.smith@vendorname.com

**Contact**  
Tel  
Email

Invoice No.	123456
PO Number	4501234567
Vendor Code	123123
Invoice Date	01/12/2012
Tax point	01/12/2012
Currency	EUR
Balance Outstanding	100,00

Please quote this reference on all your documents

Mondelez UK LTD  
Cadbury House, Sanderson Road  
Uxbridge, Middlesex, UB8 1DH  
VAT Nr. 366 2627 38

**Name of Vendor** ABC  
**Address** Dodavatel'ska 13  
123 456 Paris  
**Country** France

**Vendor number:** 123456

**Please deliver to:**  
GB Sales Company Plant  
Mondelez UK Limited  
Sanderson Road Uxbridge  
Middlesex  
UB8 1UH

**Creation Date** 25.01.2013  
**Current Date** 28.01.2013  
**Contact Person** Adam White  
**Telephone** +421 111 111 111  
**Fax**

**Please send your invoice to:**  
Mondelez UK, Ltd.  
C/o Mondelez EBSC s.r.o.  
P. O. Box 444,  
Racianska 44,  
814 99 Bratislava 1  
Slovakia

**Please ensure all invoices and statements of accounts include the Mondelez Companies name as below:**  
Mondelez UK Limited  
Cadbury House, Sanderson Road, Uxbridge,  
Middlesex, UB8 1UH.

**Delivered To:**  
GB Sales Company Plant  
Mondelez UK Limited  
Sanderson Road Uxbridge  
Middlesex  
UB8 1DH

Send by OB10 on	02/12/2012
OB10 Transaction Number	AAA00000
Supplier OB10 No.	AAA00000
Buyer OB10 No.	AAA00000
Status	Sent
Delivery Note	12345

Line	Item Description	Quantity	Unit	Unit price	Net Total	VAT %	VAT
10	DESC. PRODUCTION OF BARNY FSDU	22,516	Each	1.00	22,515.00	0	0

Original Invoice No.	
Invoice Payment Information	Payment to be made as normal
Supplier Tax Reg. Num.	FR 123 4567 89
Buyer Tax Registration Num.	GB 366 2627 38
Supplier Company Reg. Num.	
Delivery Tax Reg. Number	
Ship From Tax Reg. Num.	
Withholding Tax 0	

Net Value	22,515.00
VAT Value	0,00
Gross Value	22,515.00

Bank Name	PERFECT BANK
Bank Address	Payment to be made as normal
Bank Sort Code	00-11-11
Bank Account Number	123456
SWIFT Number	ABC123DEF
IBAN	GB12345678912345

**Goods Recipient:** Agata Black  
**Terms of payment:** 30 days due not

Total Rebate/ Total Net	Item	Mondelez Material	Target Quantity	Unit	Price	Surcharge	Value excl. VAT	Del. Date
	10		22,516	each	1.00/1		22,515.50	24.06.2013

**Desc. Production of Barny FSDU**  
This PO covers the total amount of €22,515.50 as quoted for the production of the Barny FSDU

<b>Total Quantity</b>	<b>Unit</b>	<b>Currency</b>	<b>Total Net Value excl. VAT</b>
22,516	each	GBP	22,515.50

**Tungsten Network e-Invoice**

[www.tungsten-network.com](http://www.tungsten-network.com)

Correctly issued invoice without Purchase Order - be aware of all details

**From:** Annette.Clever@mdlz.com  
**Sent:** 22 March, 2013 18:29  
**To:** JOHN.SMITH@TAXIABC.COM  
**Subject:** TRAINING SERVICE – PRESENTATION SKILLS

Hi,

I would like to order your training service – PRESENTATION SKILLS for 25 of March 2013 for my colleague

Michael Peter

Please use this details for issuing invoice:

NAME AND ADDRESS:

**TO: Mondelez Europe Procurement GmbH**  
 - UK branch  
 Cadbury House, Sanderson Road  
 Uxbridge, Middlesex, UB8 1DH  
 VAT Nr. GB 366 2627 38

CODING DETAILS:

COST CENTER 34567891

CONTACT PERSON/1<sup>ST</sup> APPROVER: ANNETTE CLEVER

Thanks a lot

BR

Annette Clever



**Invoice from:**  
 ABC  
 Dodavatel'ska 13  
 123456 Paris  
 France  
 Contact: John Smith  
 Tel: + 44 11 123 4567  
 Email :  
 John.smith@vendorname.com

**Invoice to:**  
 Mondelez Europe  
 Procurement GmbH-UK  
 branch  
 Cadbury House, Sanderson  
 Road  
 Uxbridge, Middlesex, UB8 1DH  
 Contact  
 Tel  
 Email

Invoice No.	123456
PO Number	99999
Vendor Code	123123
Invoice Date	01/12/2012
Tax point	01/12/2012
Currency	EUR
Balance Outstanding	100,00

**Delivered To:**  
 Mondelez Europe Procurement  
 GmbH-UK branch  
 Cadbury House, Sanderson Road  
 Uxbridge, Middlesex, UB8 1DH

Sent by OB10 on	02/12/2012
OB10 Transaction Number	AAAA0000
Supplier OB10 No.	AAAA0000
Buyer OB10 No.	AAAA0000
Status	Sent
Delivery Note	

Line	Item Description	Quantity	Unit	Unit price	Net Total	VAT %	VAT
1	Training service /PRESENTATION SKILLS	1	Each	100,00	100,00	0	0
<b>Line</b>		<b>Coding details: Cost center 34567891</b>					
<b>Detail</b>		<b>First approver: Annette Clever</b>					

Original Invoice No.	
Invoice Payment Information	Payment to be made as normal
Supplier Tax Reg. Num.	FR 123 4567 89
Buyer Tax Registration Num.	GB 366 2627 38
Supplier Company Reg. Num.	
Delivery Tax Reg. Number	
Ship From Tax Reg. Num.	
Withholding Tax 0	

Net Value	100,00
VAT Value	0,00
Gross Value	100,00

Bank Name	PERFECT BANK
Bank Address	Payment to be made as normal
Bank Sort Code	00-11-11
Bank Account Number	123456
SWIFT Number	ABC123DEF
IBAN	GB12345678912345

Contact details for Mondelez AP Customer Service team:

<b>Region</b>	<b>Email ID</b>	<b>Contact Number</b>
MEU	<a href="mailto:accountspayable@mdlz.com">accountspayable@mdlz.com</a>	1-703-466-4545
AMEA		+613 96765404
LATAM		1-703-466-4545
NA		1-703-466-4545
India		124623726