



The Procter & Gamble Company
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To Our Valued Business Partners:

We wanted to inform you of updates made to the [Invoicing](#) webpage of the supplier portal. This webpage now provides tools to help you understand invoicing methods and global invoicing guidelines.

Why are we telling you this?

As a supplier, you are critical in helping P&G deliver superior quality products. We want to ensure that we can enable our suppliers to invoice us correctly to help minimize payment delays. Below are details on what we have changed on the invoicing page and your next steps:

- **The Invoicing Method Selection Matrix summarizes all available invoicing methods by region and predefined criteria**
 - **Next Steps:** Use the Invoicing Method Selection matrix to understand all the e-invoicing options available for the different business regions.
- **The Invoicing Method Selection Wizard is an interactive tool that uses a question and answer approach to guide suppliers to identify the most suitable invoicing method**
 - **Next Steps:** Use the Invoicing Method Selection Wizard to reevaluate your invoicing method in case a more efficient option better fits your needs.
- **Global invoicing guidelines describe the key pieces of information needed on all invoices and credit notes**
 - **Next Steps:** Refer to the invoicing guidelines document (found above the global map) to ensure global compliance of all invoices and credit notes.
- **The country pages are redesigned with the most up-to-date information on country requirements for invoicing**
 - **Next Steps:** Click on country pages relevant to your business in the global map and ensure your invoices meet the updated country specifications

A final thank you

P&G has actively worked on improving the supplier portal over the last few months. We hope that you can see the value of this portal and continue to use it to understand invoicing and track transactions with P&G.

If you have not already registered for the supplier portal **Invoicing & Payments Reports**, [sign up](#) today and start tracking your invoices & payments securely, anytime, from anywhere for free.

Reach out to your P&G contact if you have any questions or concerns.

The P&G Supplier Portal Team