**This is Applicable to aLL CHINA LEGAL entities EXCEPT FOR Procter & Gamble Technology (Beijing) Co; Ltd.**

(This does not apply to P&G Hong Kong and Taiwan.)

**For LE 692 *Procter & Gamble Technology (Beijing) Co; Ltd.,* please use this file.** 

**I. INVOICING REQUIREMENTS**

**1.1 INVOICE FORMAT AND SUPPORTING**

**A. PAYMENT FOR GOODS IMPORT (TRADE)**

1. **Documents required**

* PO or Contract with signature of P&G buyer and supplier
* Original Invoice with supplier’s signature or stamp
* Full package of shipping documents (Please refer to the shipping instructions)

1. **Invoice and Documents mailing address**

* Full invoicing package should be addressed to “**Notifying Party**” indicated in the P&G Shipping Instruction’s. Mailing address and other contact information will also be found in the related shipping instruction.
* For progress payments before final payment, kindly send the original invoice and signed PO to P&G PO originator. After goods are arranged for shipment, please mail the full amount invoice and other supporting documents to the Notifying Party in the shipping instructions.
* All goods import should be based on the **shipping instructions** sent together with the PO. Goods sent through express companies cannot be paid, as customs declaration note cannot be secured.

****

1. **Sample invoice format**

**B. PAYMENT FOR SERVICES (NON-TRADE)**

1. **Documents required depends on the P&G company indicated in the PO.**

To identify the P&G company name, kindly refer to the first line of your PO.

Eg. ****

1. **Sample invoice format**



For Advertising instructions, please indicate Job order # in the invoice.

1. **Documents required depending on company code:**

Invoices and all needed documents should be sent to P&G local originator indicated in the PO. Kindly contact local originator indicated in the PO in “Deliver To” to confirm mailing address first before sending the invoices.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Company Code** | **Company Name** | **Supporting requirements needed and mailing addresses** |  | **Company Code** | **Company Name** | **Supporting requirements needed and mailing addresses** |
| 293 | Procter & Gamble (Guangzhou) Ltd. |  |  | 581 | Procter & Gamble (Chengdu) Ltd. |  |
| 324 | Gillette (Shangai) Ltd |  |  | 582 | Procter & Gamble Detergent (Beijing) Ltd. |  |
| 676 | Procter & Gamble Manufacturing (Tianjin) Co; Ltd. |  |  | 583 | Procter & Gamble (Guangzhou) Ltd. Tianjin Branch Company |  |
| 986 | Procter & Gamble (Guangzhou) Ltd. Tianjin Xiqing Branch Company |  |  | 584 | Procter & Gamble (China) Ltd. |  |
| 2008 | Braun Shanghai Co., Ltd |  |  | 798 | Shanghai Vidal Sassoon Academy Ltd. |  |
| 2294 | Procter & Gamble (China) Sales Co., Ltd |  |  | 905 | Procter & Gamble (Shanghai) International Trading Co., Ltd. |  |
| 2338 | Procter & Gamble (Guangzhou) Consumer Products Co Ltd |  |  |
| 2370 | Procter & Gamble (Guangzhou) Enterprise Management Service Company Limited |  |  |

**II. TOP REASONS FOR DELAYED/ REJECTED PAYMENTS** ****

**III. PAYMENT TERMS AND DUE DATE COMPUTATION**

* **Payment terms**

The standard payment term for Trade (goods import) payment is 75 days, while for non-trade (service) payment is 90 days.

This is due to China’s strict foreign exchange controls.

* **Due date**

Due date is based on the first date when the correct invoice was received by P&G, plus payment terms.

If an invoice was rejected, the new due date will be based on the date when the corrected invoice was received plus payment terms.

For payment status checking and query regarding invoicing instructions, you may contact our AP call center.

**Phone:** +86-20-32300150

**Email address:** [chinaapcallcenter.im@pg.com](mailto:chinaapcallcenter.im@pg.com)

Kindly indicate your vendor code, P&G company name, invoice number, amount, PO number, the express number together with the date when the invoice and supporting was submitted to P&G, to check the invoice in the system.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*END\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*