

SUPPORTING DOCUMENTS FOR PAYMENTS OF IMPORTED GOODS

In compliance to Reserve Bank of India (RBI) regulation, all costs (Material + Freight + Insurance) related to the importation of materials, equipment and spares according to agreed Incoterms must be correctly indicated in Supplier's Invoice to ensure goods value declaration and tax computation are accurate in Customs Bill of Entry (BOE) document. Accurate goods value declaration is very important because this means that as a Company, we pay the correct and exact amount of Customs duties and taxes for all importations made to the country. Similarly, the amount declared in the BOE will be the basis of up to how much we are allowed to pay Supplier's invoice. Therefore, P&G can only pay the amount declared in the BoE since all payment are duly validated by the Bank before final payment releasing.

For Cargo Shipments:

1. 3 Original Invoice - Supplier
2. Bill of Lading (via Sea) or Air Way Bill (via Air) - Supplier
3. Bill of Entry (BOE) - P&G Broker / Itrade

- Please refer to the Shipping Instructions provided by your Buyer/MSM for the additional documents needed for goods releasing in India Customs.
- Supplier must submit complete payment document requirements to the address as per Shipping Instructions

For Courier Shipments:

1. 3 Original Invoice - Supplier
2. Courier Receipt - Courier / Shipper
3. Original Courier Bill of Entry - Courier / Shipper

Note: For Courier Shipments, Supplier should inform the designated Courier/Shipper to submit complete requirements to P&G together with the shipment delivery.

For inquiries, please coordinate with the ffg contacts.				
RM/PM	Baby Care	Prashant Kumar	kumar.p.74@pg.com	Procter & Gamble Plaza, Cardinal Gracias Road, Chakala Andheri (East), Mumbai India (400099)
	Fem Care	Nilesh Amonkar	amonkar.n@pg.com	
	HairCare Fabric & Home Care Skin Care	Paul Vennel	vennel.p@pg.com	
FG/Bulk Imports	All except Shave Care	Paul Vennel	vennel.p@pg.com	Procter & Gamble Plaza, Cardinal Gracias Road, Chakala Andheri (East), Mumbai India (400099)
	Shave Care	Pankaj Semalty	pankaj.semalty@del.avglobal.in	AV Global Corporation PVT Ltd G2/B-1 Extn., Mohan Co-operative Ind'l Estate, Mathura Road, New Delhi – 110044 Ph. No. 43580703 , 05 Fax No. 43580706
Spares & Capital	All Except Shave Care Cargo	Trupti Damugade	damugade.tk@pg.com	Procter & Gamble Plaza, Cardinal Gracias Road, Chakala Andheri (East), Mumbai India (400099)
		Vishal Wankhede	wankhede.v@pg.com	
	Shave Care	Pankaj Semalty	pankaj.semalty@del.avglobal.in	AV Global Corporation PVT Ltd G2/B-1 Extn., Mohan Co-operative Ind'l Estate, Mathura Road, New Delhi – 110044 Ph. No. 43580703 , 05 Fax No. 43580706
		Trupti Damugade	damugade.tk@pg.com	

For payment queries, please contact the Bangalore Customer Response Center team

Email: asiaapcallcenter.im@pg.com

Phone: +91 802 504 5877 or 000 800 440 1098