




## SUPPORTING DOCUMENTS FOR PAYMENTS RELATED TO FOREIGN SERVICES

**Important Notice:** Please go through the documents of requirements. Payment will only be released if required documentations are submitted with Invoice

### Required Supporting Documents:

1. Original Invoice
2. Purchase Order (PO) Copy or Agreement between vendor & P&G ( as service proof)
3. Email Documentation of the following: \*
  - a.) Brief Background of services received in India (provided by vendor)
  - b.) User has to provide the below confirmation:
    - i) How the P&G is being benefited from the said services;
    - ii) Whether the services are rendered in India or through outside India
4. Tax rate confirmation documents:

**Kindly go through the below table and choose only one option & provide applicable requirements**

Options	Required supporting from Vendor	Description	Applicable Tax Rate on technical fees	Format of supporting
<b>A</b>	PAN of India	Issued by India Tax authority.	<b>Tax rate as per DTAA between India &amp; Beneficiary Country</b>	
	Tax Residency Certificate ( TRC)	Issued by tax authority of Vendor ( sample format attached)		
	NO Permanent Establishment (PE) Certificate	Issued on Vendor's company letter head with sign of Authorized signatory		
	Form 10 F			
<b>B</b>	<u>NO PAN but substitute documents of PAN</u>	Issued on the Vendor's company letterhead	<b>If the Total estimated payment to the beneficiary/vendor during the related fiscal year:</b> i) Less than 10 million rupees - 10.30% ii) Between 10 Million rupees & 100 million rupees - 10.506% iii) More than 100 million rupees - 10.815%	
	a) Complete name, Address, Email address, Contact details			
	b) Tax Identification Number			
	c) Tax Residency Certificate ( TRC)			
<b>C</b>	No supporting documents	Applicable Tax rate if first two options are not available	<b>20%</b>	

### 5. Reimbursement expenses (like Travelling, Accommodation in India etc.) ( If applicable \*\*)

- a.) Passport copy
- b.) Air Ticket copy
- b.) Accommodation invoice / Hotel bills
- c.) Number of days stay in India
- d) other exps with supporting invoices

\*Please email these documents to the site contacts for where the service is rendered:

Site	Contact Person	Email Address	Mailing Address
India Head Office	Pritam Pawar	<a href="mailto:pawar.pv@pg.com">pawar.pv@pg.com</a>	P&G Plaza, Cardinal Gracias Road, Chakala, Andheri East, Mumbai - 400099
Baddi Plant (P&G B&R)	Sanjeev Singh and Goverdhan Mehra	<a href="mailto:singh.s.86@pg.com">singh.s.86@pg.com</a> and <a href="mailto:mehra.g@pg.com">mehra.g@pg.com</a>	Plot no. 4, Industrial Area, Village - Katha Baddi, Dist-Solan, Himachal Pradesh - 173205
Baddi Plant (P&G F&HC)	Sunil Khanorh	<a href="mailto:khanorh.sk@pg.com">khanorh.sk@pg.com</a>	Plot no. 1, Industrial Area, Village - Katha Baddi, Dist-Solan, Himachal Pradesh - 173205
Bhiwadi Plant	Rajiba Sahu	<a href="mailto:sahu.r@pg.com">sahu.r@pg.com</a>	SPA - 65A, Industrial Area, Bhiwadi, Rajasthan - 301019

Goa Plant	Tanuja Dhulapker and Nandita Mandrekar	dhulapker.t@pg.com and mandrekar.n@pg.com	Procter and Gamble, Plot No-173, GDDIDC, Kundaim, Ponda , Goa - 403115
Hyderabad Plant	G, Kalaivanan and Bandna Sharma	g.k.1@pg.com and sharma.b.9@pg.com	Procter & Gamble, Survey NO-280, Penjerla Village, Kothur Mandal, Mehboob Nagar Dist., Telangana, Andhra Pradesh – 509 228
Mandideep Plant	Pradeep Yadav	<a href="mailto:yadav.p.7@pg.com">yadav.p.7@pg.com</a>	Procter & Gamble, Plot No-182, Sector A, Industrial Area, Mandideep - 462010

\*Please copy Pritam Pawar in the communication with site contact person to ensure proper document processing

\*\*Applicable only if there is physical travel to any P&G India site to render foreign services & **Separate Invoice** required for the reimbursement charges to process the payment **without tax**. Supporting bills/ invoices required to validate the raised reimbursement invoice amount. If supporting not available or not matching with the arrived invoice amount then **tax will be applicable**, if any

**Final Notes:**

- 1.) Local India auditors may ask for additional details or supporting documents depending on the provided service background to ensure accurate tax rates are applied. Timely response is expected from all vendors to ensure timely payment. Failure to respond or any delay in response may result in delayed or non-payment of invoices.
- 2.) For vendors availing of tax payment option A or B, **TRC, No PE certificate, and Form 10-F are required to be resubmitted every March** as part of the tax fiscal year renewal in India. Please ensure to submit all required documentations to continue to avail of the same tax deductions in April onwards. Any delay in document submission could result in a high tax deduction for invoice payments.
- 3.) The original service invoice should be dispatched to the respective mailing addresses of India site where the services were rendered. For all other supporting documents, soft copies sent through email will be sufficient for processing.
- 4.) **Freight charges** paid by vendor on behalf of P&G which is related to Supply of Goods then it will not to be considered under services. That has to be processed with **supply invoice** & the relevant amount should be part of **Bill of Entry ( BOE )** . Payment will be rejected if the requirements are not fulfilled

**Contact Person:**

Pritam Pawar (Email ID: [pawar.pv@pg.com](mailto:pawar.pv@pg.com))

**Mailing Address:**

P&G Plaza  
Cardinal Gracias Road  
Chakala, Andheri East  
Mumbai - 400099