



## How to enter local invoices to the Colombia Prospective Portal

1. An email must be sent to the address [recepcion.bdf.co@pginvoice.com](mailto:recepcion.bdf.co@pginvoice.com) with the PDF of the invoice and the XML. This email will always return a confirmation email that will be requested in case the invoice is lost and is not processed in the system.
2. For foreign invoicing, you can validate in the Supplier Portal how to send your invoice: <https://pgsupplier.com/>

### Inclusion of business information in the XML space

#### Objective:


The purpose of this document is to serve as a guide for the inclusion of commercial information (addendum) in electronic invoicing (XML).

For an adequate treatment of your invoices, we ask you to please take into account for the issuance of the electronic invoice the following points:

#### Issuance of an invoice for reception (line)

- a. It is not possible to create consolidated invoices for several purchase orders. That is, a single XML that include more than one purchase order. Remember to issue an XML per Purchase Order to avoid a claim in the invoice.
- b. Invoices with more than one line to be invoiced. invoices must not be issued for more than one line or order of This means that if, for example, the purchase order document sent by P&G has two different lines, when the goods or services are to be invoiced, an invoice must be sent for each line of service or material. The line information is in the middle of the document just above the purchase order total section:

Lines	Item	Fecha de Entrega	Qty	Unit	Price	Total
1	Cabecera Adicional Ariel	12 may. 2021	1	Each		
2	Extensiones Cabeceras Ariel	12 may. 2021	2	Each		
<b>Total sin impuestos</b>						DLP

 [Lineas](#)

#### To Consider:

Two specific places are established where commercial information can be placed, either the space called "OrderReference" or the space called "Note". These spaces are exclusive, this means that if you put the commercial information in one, you should not include it in the other.

1. If you send your commercial information in the space called "OrderReference" please take into account, the following points to include your information:



Information requested (Purchase Order and FI):

Remember the importance of including the following information within your XML to be able to execute the payment process without setbacks, since these fields are required on our part to be able to generate the documents confirming receipt of goods or services.

Validation	Detail	Example
Commercial information: Cash - Purchase Order (PO) - Line <b>/Invoice/cac:OrderReference</b>	In the section of the XML called <cac:OrderReference> >cbc:ID> it is necessary to include the SAP box, the purchase order (PO) and the line corresponding to the PO, all separated by a hyphen.	G4P-800000000-1  <pre> &lt;cac:OrderReference&gt;   &lt;cbc:ID&gt;G4P-800000000-1&lt;/cbc:ID&gt;   &lt;cbc:SalesOrderID&gt;&lt;/cbc:SalesOrderID&gt;   &lt;cbc:OrderTypeCode&gt;Orden de Compra&lt;/cbc:OrderTypeCode&gt; &lt;/cac:OrderReference&gt; </pre>
FI Invoices <b>/Invoice/cac:OrderReference</b>	In the section of the XML called <cac:OrderReference> >cbc:ID> when the invoice is without a purchase order, it is necessary to include the SAP box and approval email separated by a hyphen.	<pre> &lt;cac:OrderReference&gt;   &lt;cbc:ID&gt;G4P-MATA.G.1@PG.COM &lt;/cbc:ID&gt;   &lt;cbc:SalesOrderID&gt;&lt;/cbc:SalesOrderID&gt;   &lt;cbc:OrderTypeCode&gt;Orden de Compra&lt;/cbc:OrderTypeCode&gt; &lt;/cac:OrderReference&gt; </pre>

**2. If you send your commercial information in the space called "Note" please take into account, the following points to include your information**

The format to include the information is: SAP BOX-PO-line/ Example: G4P-800000000-1/

It is essential to place the slash / just after the line, since in this space you can put more information about the invoice such as GR numbers or any other information that you consider pertinent that you are currently sending. Including this symbol will indicate to our automatic portal to what extent it should consider the addendum information.

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:cbc:InvoiceTypeCode>01</cbc:InvoiceTypeCode>
:cbc:Note>G4P-8003117693-1/ GR-11920408,
:cbc:DocumentCurrencyCode>COP</cbc:Document
:cbc:LineCountNumeric>22</cbc:LineCountNumeric
:cac:AccountingSupplierParty>

```