



## Supplier Invoice Standards Policy

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**CGC will require the following information when submitting electronic invoices:**

**PO Invoices – Multiple Purchase Orders are not allowed on the same invoice.**

- A valid Purchase Order Number and Release Number if applicable
- Quantity of Items Invoiced by Line
- Unit Cost
- Unit of Measure
- Remit to Address, City, State and Zip Code
- Ship to Location, including Address, Department Name/Contact Name, City, Province and Postal Code
- Invoice Number
- Invoice Date
- Tax Type (if applicable)
- Tax Registration Number (VAT) (if applicable)
- Tax Amount (if applicable)
- Invoice Currency
- Freight Amount (if applicable)
- Invoice Total Amount

**Non-PO Invoices and Credit Notes/Memos**

- Remit to Address, City, State and Zip Code
- Ship to Location, including Address, Department Name/Contact Name, City, Province and Postal Code
- Invoice Number
- Invoice Date
- Invoice Currency
- Tax Type (if applicable)
- Tax Registration Number (VAT) (if applicable)
- Tax amount (if applicable)
- Freight amount (if applicable)
- Invoice Total Amount

**Note: All Suppliers submitting Non-PO invoices must include a Location/Department Name and a Contact Name in the “Ship to” address**



The above data is important and is necessary for CGC to promptly process your invoice and pay you on time. If your invoice is missing this information, Tungsten may not be able to accept your invoice, but instead will return it to you along with the reason for the failure.