

BT Buyer Specifics Non-PO

Please provide in your data file all of the fields currently on your paper invoice and additionally note the following requirements for this particular buyer, failure to do so may cause delay in payment processing.



List of fields that must be supplied by a Supplier (in addition to OBE's mandatory list):

Header Level	Comments
Mandatory	
Account Number	Must be a unique BT reference Number (Customer number, Account Number or unique description related to Supplier and BT relation). Please enter into account code field.
Original Invoice Number	For Credit Notes only
Buyer Contact Name	This is the Requestor name quoted on the contract, please enter details in the "Invoice to Contacts" field.
Period of service	Must be the from and to date of period you invoice for. This should be mapped to the description field.
Invoice description	Nature of service. This should be mapped to the description field.
Invoice Date	This must not pre-date the delivery date on your purchase order

Line Level

Mandatory	
Line item amount	Net amount of the service/goods provided to Buyer entity. Must match VAT at total level, please ensure you apply the correct VAT rate.
VAT Total	

Backup information

All information that is mandatory which are not part of the OBE's mandatory list and not requested on Header and Line level has to be submitted with your invoice as attachments via Tungsten. Supported attachment formats are xls,xlsx, rtf and pdf. Please note that the maximum number of attachments is five per invoice with a maximum file size of 12MB per single attachment. For more information on submitting attachments with your invoice see Tungsten tutorial videos.

Sample details of Non-PO suppliers are detailed on Non-PO Telco supplier and Non-PO Inventory supplier. For other services, please provide us as much as possible detailed data, otherwise your BT Business partner/requestor can decide to delay the payment of your invoice.

Summary Level

Notes:

Invoice Best Practise:

Invoice must not be submitted to Buyer until after the "Delivery By" date has passed, or goods or services have been delivered.

Invoice must not be a duplicate number for the supplier.