

OTIS

Introduction

This document describes the OTIS invoicing policies that you, as a supplier, will follow.

These policies have been put in place to ensure both the quality and speed of invoice processing.

OTIS documents are processed only once a supplier provides the required information.

The policies in this document relate to invoices and credit notes received by OTIS through Tradeshift.

Highlighted policies

All policies are listed in the following sections, but we would like to highlight the following:

- 1 invoice/1 credit note should refer to 1 PO
- 1) INV: Block multi-PO flip CRN: Block multi-invoice flip
 - 2) PO number should be the same at the header and on each line
 - The invoice or credit note must be attached as a PDF.
 - The delivery date is mandatory.
 - PO & Invoice line unit of measure must match.
 - PO & Invoice line quantity cannot be exceeded.
 - PO & Invoice unit price: 10 % tolerance or 50 EUR/USD/GBP
 - Orphan lines not allowed.
 - PO to Invoice flip: Header charge tolerance 50 EUR/USD GBP.
 - The Invoice/Credit note reference must not be more than 25 characters.

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Required information for invoices and Credit Notes

Rule #	Doc type	Description	Default Error Message
01	Invoice/Credit note	An invoice/Credit note may not be set for a day in the future (future-dated)	The invoice/credit note date cannot be in the future
02	Invoice/Credit note	PO must be at the header level and on each line	PO must be at the header level and on each line
03	Invoice/Credit note	1 invoice/1 credit note should refer to 1 PO 1) INV: Block multi-PO flip CRN: Block multi-invoice flip 2) PO number should be the same at the header and on each line	PO number should be the same at the header and on each line
04	Invoice/Credit note	PO line number is mandatory	PO line number is mandatory
05	Credit note	Original invoice reference number mandatory Note: suppliers can add other mentions such as contract, period and others, no invoice validation done by Tradeshift	Please provide the original invoice reference number
06	Credit note	One invoice reference per credit note	Please provide the original invoice reference number

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07	PO/Quote	The supplier cannot issue a purchase order or a quote	The supplier cannot issue a purchase order or a quote
08	Invoice	The supplier cannot issue prepayment or proforma invoices	Supplier cannot issue prepayment, proforma invoices
09	Invoice/Credit note	No duplicate document number allowed	No duplicate document number allowed
10	Invoice	INV with PO Header: CUR At line level: UOM, QTY 0% or 0 EUR tolerance, Unit Price + 10% or 50 EUR tolerance Unplanned cost at the header allowed a 50 EUR tolerance.	Header: Invoice currency is different from order currency Line 10: Invoice line quantity can't exceed the remaining balance on the order line Line 10: Invoice line unit price can't exceed the remaining balance on the order line
11	Credit note	CRN with Invoice Header: CUR At line level: UOM, Unit Price + 10% or 50 EUR tolerance No orphan lines	Header: Credit note currency is different from invoice currency Line 10: Credit note line quantity can't exceed the remaining balance on the order line Line 10: Credit note line price can't exceed the remaining balance on the order line
12	Invoice/Credit note	0 Unit price at not allowed	Unit price at 0 not allowed
13	Invoice	The invoice date should be later than the PO date	Invoice date should be later than PO date

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14	Invoice/Credit note	Attachment of the invoice or credit note is mandatory	Attachment of the invoice or credit note is mandatory
15	Invoice (Germany/Austria)	Delivery date mandatory for Product or Delivery period for Service	Delivery date mandatory for Product or Delivery period for Service
16	Invoice	Delivery date mandatory	Delivery date (date of supply) must be filled in
17	Invoice/Credit note	Attachment of the invoice or credit note must be in PDF format	Attachment of invoice or credit note must be in PDF format
18	Credit note	Header charges are not allowed for a credit note	Header charges are not allowed for credit note
19	Credit note	The Credit note date should not be before the Invoice issue date	Credit note date should not be before Invoice issue date
20	Invoice/Credit note	Updating the Order Number at the Header and/or Line level is not allowed for PO Flip	Updating the Order Number at Header and/or Line level is not allowed.
21	Invoice	The payment due date is calculated in accordance with the agreement. Please do not input on the invoice	Payment due date is calculated as per agreement, please do not input on invoice
22	Invoice/Credit note	The Invoice/Credit note reference must not be more than 25 characters	Invoice/Credit note reference must not be more than 25 characters
23	Credit note	The original invoice reference must not be more than 25 characters	Original reference must not be more than 25 characters

Line-level required information

Rule #	Doc type	Description	Default Error Message
18	Invoice/Credit note	Line-level charges are not allowed	Line level charges are not allowed, please input header charges only