

Invoicing Instructions

- A. Supplier is strongly encouraged to use Buyer's invoicing portal. Use the Cegedim invitation that you received for registration, if you need support you can contact arabelle-demat@cegedim.com.
- B. This invoicing portal allows you to check the status of your invoices online and supports efficient invoice processing at our end.
- C. Please note that payment by Arabelle Solutions entities shall be made in the supplier's bank account (for the currency applicable) as per registered banking details in our supplier management platform. For updating your bank details, please use the link to our supplier management platform -[LINK here](#). For registration, follow this [LINK](#) of our supplier management platform.
- D. Invoice will be rejected forthwith in case of any of the following:
1. Arabelle Solutions (AS) legal entity name: Mismatch of AS legal entity (Name and Address) placing purchase order (PO) with the legal entity mentioned on the Invoice.
 2. Mismatch of currency of PO with currency of invoice.
 3. Invoice not sent to required address/bid-code at which the invoice is to be sent (as mentioned on the face of the PO; 'Invoice to be sent to' .
 4. Description, quantity and value of goods or services is not in line with the PO and within the limits available in the PO, considering the previously invoiced amounts.
 5. Invoice number/invoice date not mentioned on the invoice (AS shall however consider the start date for counting due date of payment as per the terms of the PO).
 6. The document is not readable / image quality is poor.
 7. The document cannot be scanned into our system.
 8. The document contains multiple invoices.
 9. The document is not clearly marked as INVOICE / CREDIT NOTE.
 10. The VAT registration number of the invoice to (if mandatory in the jurisdiction) is missing or incorrect.
 11. The supplier legal entity name / address is missing or invalid or different from the PO.
 12. The AS Purchase Order (PO) number is missing or incorrect.
 13. The AS release number/Secure code is missing or incorrect, where applicable.
 14. The invoice covers multiple purchase orders.
 15. The invoice does not contain enough information in order to be processed. E.g. There is no description of the billed items or other information on the invoice to determine how to record or match items to the Purchase Order (PO).
 16. The invoice does not contain details corresponding to the PO line items clearly identified.
 17. There is no invoice date on the document.
 18. There is no gross amount indicated on the invoice.
 19. The sum of the VAT is missing on the invoice or not shown in a separate invoice line.
 20. The VAT charged is not shown in local currency, if local currency is different from the transactional currency.
