

Dear Valued Supplier,

In line with Veolia WTS Business processes, we would like to ensure that your invoices are received, processed and paid in a timely manner. We would like to ask your co-operation and immediate action on the items below





<p>Currency Must match the currency on the Purchase Order Net amount-or if applicable, net & gross & tax amounts, and the alphabetic currency code must be printed on the invoice</p>	<p>to your invoices or highlight or make marks on the invoice</p>
<p>is printed on the invoice (also preferred for countries where this is not a legal compliance requirement).</p>	<p>by the Veolia WTS responsible person. This will hold up the invoice processing and may require multiple actions before the invoice can be booked.</p>
<p>It is highly recommended that the are printed on the invoice.</p>	
<p>Veolia WTS accepts and encourages its Suppliers to use electronic invoices if they meet the following requirements:</p> <ul style="list-style-type: none"> o E-mailed pdfs are preferred. o Invoice must be in PDF format o The name of the PDF must not contain any special characters ie: / - () # \$ % : , ; o An example of a valid filename: INVOICE123456.pdf o Each PDF must contain only one invoice o Do not send multiple invoices in an email, each invoice must be in a separate email o If you submit your invoice in electronic format, on request, you must provide a paper-based copy of the invoice o ARIBA e-invoicing enabled countries should use ARIBA solutions exclusively-any invoice sent to the scanning center will be rejected 	
<p>Invoices must be submitted in pdf format, Each Invoice shall be submitted separately. Multiple invoices in one PDF will be rejected.</p>	
<p>Remit to address and bank details. Please include a complete mailing address and complete banking details. Please note that the Remit Address and banking Veolia WTS details must match the banking details provided to during your supplier setup. Please contact the buyer on the PO if you have questions or make changes in your setup.</p>	
<p>Veolia WTS Entity Name, Bill To Address, and Tax ID/VAT registration # must be exactly as stated on the face of the Purchase Order Supplier Entity Name, Address, and Tax ID must be exactly as stated on the PO. Please contact your buyer if you have different Pay and Purchase sites to assure correct supplier setup</p>	

Please only send invoices to

