

To All Nestrade Suppliers

NESTRADE INVOICING RULES FOR TRANSPORT

Dear Suppliers,

At Nestrade, we value and appreciate your services as well as your permanent support. In order to ensure a reliable and efficient payment of your invoices, please make sure that your Finance/Billing department strictly respects and applies the following rules.

NESTRADE REFERENCE NUMBER TO BE MENTIONED ON THE INVOICES

All invoices submitted must clearly mention the NESTRADE REFERENCE NUMBER.

Nestrade Reference (Purchase Order or Sales Order) may be either a 10 digit number (starting with 45xxxxxxx / 8xxxxxxx / 08xxxxxxx) or a 9 digit number (starting with 3xxxxxxx). Please always ask your service requestor / freight booking party to provide you the appropriate NESTRADE REFERENCE NUMBER to be mentioned on the invoices.

Additional elements that a correct invoice must contain:

- All documents should be in English
- Bank name and country
- Bank account, IBAN, Swift Code
- Date
- Invoice number
- Description of the goods
- Vendor legal entity and address
- Ship To legal entity and address
- VAT applicable rate, VAT amount, Nestrade and Vendor VAT numbers
- Currency should be clearly indicated

Supporting documents to be sent together with the invoice:

- Copy of transport documents (i.e. CMR, Bill of Lading)
- Transport/shipping request from the service requestor / freight booking party

Invoicing Address:

All invoices should be sent by email to

Application.SwitzerlandBPOScanningHub@nestle.com

ONLY FOR DOCUMENTS SUBMISSION

NO QUERIES WILL BE ANSWERED!

Further information and support related to the payments:

Should you have any further question please reach the following contact

Application.SwitzerlandBPOAPCRC@nestle.com

Phone: (+41) 0848 00 12 00

ONLY FOR QUERIES

NO DOCUMENTS SUBMISSION!

Please note we are not able to accept invoices not in line with the above rules.

We thank you in advance for your understanding and your support to adhere to this process ensuring a better treatment of the invoices.

La Tour de Peilz (CH), 01.10.2017

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