

VENDOR INVOICE SUBMISSION REQUIREMENTS

PURPOSE

The purpose of this document is to help ORBIS (ORBIS Corporation, CORBI Plastics LLC. and ORBIS Canada Ltd.) vendors to understand the invoice submission requirements. When a vendor invoice complies with requirements detailed in the following pages, the invoice should be processed through ORBIS payment system timely, efficiently and without non-value added work, which allows vendor invoices to get paid when due.

SCOPE

This vendor invoice submission requirement applies to all goods and services purchased using Purchase Order (PO), Account Assignment Model (AAM), or Purchasing Card (P-Card). ORBIS and its vendor must establish payment method (PO, or AAM, or P-Card) for each purchase prior to goods or services being provided.

INVOICE SUBMISSION REQUIREMENTS

- Invoices purchased by P-Card receipt must be submitted to the cardholder along with the receipt. **NO credit card invoice or receipt should be submitted to Menasha shared service (SSC)!**
- Invoices for PO or AAM purchases are processed by Menasha Shared Service (SSC). SSC prefers to receive vendor invoice submission electronically via email in PDF format. The email address is ssc.ap@menasha.com
 - Only include one invoice per attachment
 - Do not send back up with the invoice (i.e., packing slip, BOL, PO, etc.)
 - Do not email AND mail the same invoices
 - Do not email statements. If you send us statements, please mail them.
 - If you submit a corrected invoice, “Corrected Invoice” should be stated on the invoice, not in the email.
- If a vendor does not have the capability to email invoices, the address to mail the invoice is:
 - ORBIS Corporation (or CORBI Plastics LLC, or ORBIS Canada Ltd. This info is on the PO)
 - C/O Menasha Shared Service Center
 - PO Box 2555
 - Neenah, WI 54957-2555

INVOICE REQUIREMENTS

It is the responsibility of the vendor to ensure ORBIS has the correct vendor remit to address on file. Notify your ORIBS buyer if there are any address changes at your company. Any invoice submitted with a remit to address different from the address ORBIS has on file will be rejected.

Purchasing Card (P-Card)

Vendor must submit Receipts for P card purchases to cardholder. No invoice or receipt for credit card purchases should be submitted to Menasha shared service (SSC).

Account Assignment Model (AAM)

- Invoices must not submit to SSC until ORBIS provides an AAM number for a new vendor or a new account from an existing vendor
- Invoice and credit memo must include a valid **10 digit AAM number** (PXXXXXXXX) and ORBIS **account number** (if there is an account number assigned to ORBIS).

An AAM invoice that does not meet the above requirement will be rejected.

Purchase Order (PO)

ORBIS PO must be provided to the vendor in writing. Verbal POs are not allowed by ORBIS policy. Verbal Orders are considered personal obligations between the vendor and the employee that ordered goods and (or) services.

Upon receipt of a PO, a vendor must review the PO to ensure it matches the vendor quote. The following details are to be checked on all POs: payment term, freight term, ship to address, line item detail, part number, description, quantity, unit of measure, price, extended amount, tax code, etc. Purchase Order acknowledgement is required for all purchase orders.

If a change is required on the PO, contact the ORBIS Buyer that placed the PO (phone number is included on the PO). **A revised PO must be obtained by the vendor prior to shipping or invoicing**, if the vendor does not agree with any information on the purchase order, or if additional charges need to be added to the PO.

The below checklist includes ORBIS invoice requirements for purchases under a PO. An invoice that does not meet any of these requirements will be rejected.

1. Invoice must include a valid **10 digit ORBIS PO number** (i.e. 4500XXXXXX).

2. Invoice must include **PO line numbers** (Line 10, line 20, etc.).
3. Invoice **ship to address** must match the ship to address on ORBIS PO.
4. Invoice must **not reference an old PO number** that has been shipped complete.
5. Invoice must include **ORBIS material number** (when there is one on the PO) and **ORBIS description**.
6. Invoice **quantity** for each PO line must not exceed the quantity on the PO line.
7. Invoice **price and amount** must match ORBIS PO price and amount.
8. Invoice **unit of measure** must match ORBIS PO unit of measure.
9. Invoice **tax status** (taxable vs. non-taxable) must match ORBIS PO tax status (**“Y” for taxable and “N” for non-taxable**).
10. Invoice **must not have any additional items (charges) that are not on ORBIS PO** (handling fee, freight, set up charge, small order charge, surcharge, etc.).
11. Credit Memo must include **original PO number and PO line number**.
12. **Credit memo must not include debit**. If there is a reason to submit a debit, the vendor must obtain a purchase order from ORBIS for it (e.g. restocking fee)

REJECTED INVOICE AND CORRECTED INVOICE

ORBIS notifies a vendor of a rejected invoice in writing.

When an invoice is rejected, it is deleted from the ORBIS payment system. Therefore, it is very important that a vendor **does not send a credit memo to offset the rejected invoice**. If the vendor submits a credit memo to offset the rejected invoice, the credit memo will also be rejected and create additional confusion.

If a vendor receives a rejected invoice notification, the vendor may need to work with the ORBIS Buyer that placed the PO to resolve any discrepancies. Once the discrepancy between a PO and an invoice is resolved, the vendor can submit the corrected invoice. The corrected invoice is to be submitted to Menasha Shared Service via email or mail.

The **“CORRECTED INVOICE”** verbiage must show in a conspicuous area of the revised invoice. Failure to add such verbiage may result in automatic rejection of the revised invoice.

The date of payment will be calculated based on the date the REVISED INVOICE is received, not the date of the rejected invoice.