



VENDOR INVOICE SUBMISSION REQUIREMENTS

PURPOSE

The purpose of this document is to help ORBIS (ORBIS Corporation and ORBIS Canada Ltd.) vendors 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 additional work, which allows vendor invoices to be paid when due.

SCOPE

This vendor invoice submission requirement applies to all goods and services purchased using a Purchase Order (PO), Account Assignment Model (AAM), or Credit 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 for PO or AAM purchases are processed by Menasha Shared Service Center (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 a statement must be sent, please mail it.
- If you submit a corrected invoice, "Corrected Invoice" must be stated on the invoice, not in the email.
- Invoices and receipts for purchases made by Credit Card must be submitted to the cardholder. **NO credit card invoice or receipt is to be submitted to Menasha Shared Service (SSC)!**
- The bill to address on the invoice must show the correct ordering company name on the purchase order (ORBIS Corporation or ORBIS Canada Ltd.), followed by the SSC address.

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INVOICE REQUIREMENTS

It is the responsibility of the vendor to ensure ORBIS has the correct vendor remit-to address on file. Notify your ORBIS 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.

Credit Card

Vendor must submit receipts for credit card purchases directly to the cardholder. No invoice or receipt for credit card purchases are to be submitted to Menasha shared service (SSC).

Account Assignment Model (AAM)

- This is an automated payment process, which will be arranged by the ORBIS Buyer.
- Invoices must not be submitted to SSC until ORBIS provides an AAM number for a new account.
- Invoice or credit memo must include a valid **10 digit AAM number** (PXXXXXXXXX) and ORBIS **account number** (if there is an account number assigned to ORBIS).

Any invoice that does not include a valid ORBIS AAM will be deleted from our system without notification of rejection.

Purchase Order (PO)

ORBIS PO must be provided to the vendor in writing. ORBIS policy does not allow verbal PO's. Verbal Orders are considered personal obligations between the vendor and the person who 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 terms, freight terms, 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 who 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.

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The following checklist includes the 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)

Any invoice that does not include a valid ORBIS PO number will be deleted from our system without notification of rejection.

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 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.

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