

## Purchase Order (PO)

Is your PO correct?

- **Do not** provide goods or services **without a valid PO**
- When receiving a PO **please check** the following content:
  - Item Description
  - Quantity and Unit of Measure
  - Price
  - Delivery Date
  - VAT rate
  - Authorised Delivery Address
- If you received your PO **on Ariba** please:
  - **Confirm your order** if each of the above are correct or;
  - Reject the PO line item and provide the rejection reason so that it can be corrected
- If you received your PO via **email** (non Ariba) and any of the content is incorrect, please contact the buyer displayed on the PO

**Note:** Rejecting your PO or requesting a correction does not mean you are rejecting doing business with us. This steps ensures you have an accurate PO.

Need more information?

Visit [www.angloamerican.com/suppliers](http://www.angloamerican.com/suppliers)

## Invoice & Statements

Is your invoice or statement correct?

- Tax invoices must always **comply with the Tax/VAT requirements** (where suppliers are registered for Tax/VAT)
- When submitting a **manual invoice via email** please ensure:
  - The Invoice has been issued to the correct 'BILL TO' party
  - The correct PO number is displayed on the invoice
  - That each invoice relates to a unique PO (i.e. you cannot have one invoice across different POs)
  - That delivery note numbers are referenced on the invoice (where applicable)
  - Original tax invoices or original copy tax invoices are submitted
  - Submitted invoices are of good quality to support our scanning process. Note that faxed documents will not be accepted.
- When submitting an **e-Invoice via Ariba** please ensure:
  - The invoice capture date and invoice number align to your accounting system and/ or statement
  - The subtotal, total tax and amount due in Ariba match your system generated invoice
  - Delivery note numbers are captured in the comments field in Ariba (if different from invoice number). These delivery note numbers appear in the 'Packing Slip ID' column of the GRV/Receipt
  - Mandatory attachments are added as required
- **Statements** should reflect:
  - Invoice Date
  - Invoice Number
  - PO Number
  - Invoice Value