FLORA
Food Group™

Perfect Invoice

14-Oct-2024

"Perfect Invoice" Instructions

Below you will find key steps to take to ensure that your invoice is paid timely

- You should only commence work once you have received a Purchase Order (PO) - if you did not receive the valid PO number, please reach out to your Flora Food Group contact who ordered the goods or services from you
- Ensure that the product or service you deliver matches the PO specifications (location, quantity, price, etc.) which are outlined on the PO
- Only raise your invoice once you have delivered your goods or services (unless partial /staged invoices have been agreed)
- Ensure that the PO number is quoted clearly on your invoice
- Ensure the invoices are billed to the correct Flora Food Group Business entity which is mentioned on the PO (if in doubt, refer the Company and Mailing details)
- Ensure your invoice is in the same currency as per the PO
- Ensure your invoice is in the same metric and denomination as quoted on the PO – e.g. if the order is in kg then the invoice should be in kg, if the order is in CAN then the invoice should be in CAN
- Ensure that your invoice quotes your VAT number, your Bank Account and Flora Food Group Entity VAT Number
- Ensure that your invoice is arithmetically correct and the amount/rate of VAT (if appropriate)
- Please ensure any previously agreed changes to the PO are reflected in your invoice
- If a credit note is required, please ensure it contains the necessary invoice number and PO number
- Ensure the INCO Term is correctly displayed and that your VAT and Customs Registration Numbers are in the correct location as required by legislation
- Ensure you submit your invoices via the agreed channel of invoicing – electronic, email or paper. If you submit your invoices via Tungsten, please ensure to review your profile for correctness of your Company Name, VAT/Tax Registration, Bank Account information etc to ensure the tax invoice holds correct information always. If you need to know more about how to submit invoices, refer the Supplier Centre page

Note: If any of the above information is incorrect, your invoice will be rejected