

TASNEE Vendor Invoice Management – New Process April 2016

General Information

Please update your customer master data according to the key changes and implications listed below, Non-compliance with these instructions may lead to invoices not being processed, resulting in delayed payment.

1. **Legal Sold-to Address:** All invoices need to be issued to the correct Tasnee company as detailed on the Purchase Order or as per the Outline Agreement. Please do not invoice "Tasnee" as we are unable to process them at the parent company level.
2. **Invoice (Bill-to) Address:** The invoices need to be emailed/sent to the following address:

Digital- PDF invoices should be sent to:

For Jubail, HQ and Marketing related invoices please use : invoices-SA.SEPC@tasnee.com

For all Rowad related invoices please use: invoices-SA.row@tasnee.com

For Battariat related invoices please use: invoices-SA.bat@tasnee.com

For Rasass related invoices please use: invoices-SA.ras@tasnee.com

All Physical – Hard invoices should be sent to:

National Industrialization Company (TASNEE)
Accounts Payable
Business Gate - Building No. C 3
Eastern Ring Road (New Airport Road)
PO Box 26707
Riyadh 11496

Please do not send both digital and hard copy invoices, our preference is for all invoices to be emailed.

3. **Invoicing Requirements:**

Only one PDF invoice per e-mail

Word or Excel format will not be accepted.

Any additional invoices, comments or statements in emails cannot be processed

Do not send a copy of the Purchase Order or Agreement

Hand written invoices are not able to be processed by the digital scanner

You must invoice each legal entity separately (for example where you supply different companies on a single Tasnee complex will each require their own invoice).

Please refer to Appendix 1 for the mandatory details on your invoice, in case of missing data invoices will not be processed.

4. **Payment Terms:**

as stated on the Purchase Order

5. Accounts Payable Contact Details:

Any queries regarding accounts payable should be sent to the following address:

For Jubail, HQ and Marketing related invoices please use :

I2P-SA.Petchem@tasnee.com

For Rowad, Battariat and Rasass related invoices please use:

I2P-SA.Downstream@tasnee.com

We trust that we have clarified our revised invoice requirements. The appendices contain an overview with minimum invoice requirements, and general questions and answers for your convenience. If you have any further questions, please contact your business contact.

Appendix 1 – Minimum Information to be included on the invoice

Header fields

PO Number	CR number	Delivery note number (if available)
Document date	Currency	Recipient name & address
Reference number	Supplier name & address	
Net amount	Gross amount	* If required according to local legislation

Item fields

Unit price	Unit of measure	Item quantity
Item amount	Item description	* If required according to local legislation

Appendix 2 - General questions and answers

<p>What will be the invoice (bill-to) address to which I have to send/email my invoices?.</p>	<p>For Jubail, HQ and Marketing related invoices please use : invoices-SA.SEPC@tasnee.com</p> <p>For all Rowad related invoices please use: invoices-SA.row@tasnee.com</p> <p>For Battariat related invoices please use: invoices-SA.bat@tasnee.com</p> <p>For Rasass related invoices please use: invoices-SA.ras@tasnee.com</p> <p><u>All Hard Copy invoices should be sent to</u></p> <p>National Industrialization Company (TASNEE) Accounts Payable Business Gate - Building No. C 3 Eastern Ring Road (New Airport Road) PO Box 26707 Riyadh 11496</p>
<p>What will be the Accounts Payable communication details?</p>	<p>Communication by regular mail: Any communication, regarding queries for accounts payable and Data Management, can be sent to the following address: National Industrialization Company (TASNEE) Accounts Payable Business Gate - Building No. C 3 Eastern Ring Road (New Airport Road) PO Box 26707 Riyadh 11496</p> <p>Communication by E-mail: Any communication (excluding invoice receipt) can be sent by e-mail to the address provided below:</p> <p>For Jubail, HQ and Marketing related invoices please use : 12P-SA.Petchem@tasnee.com</p> <p>For Rowad, Battariat and Rasass related invoices please use: 12P-SA.Downstream@tasnee.com</p>

<p>What is the essential information to be contained on the invoice?</p>	<p>Header fields</p> <table border="1"> <tr> <td>PO Number</td> <td>CR number</td> <td>Delivery note number (if available)</td> </tr> <tr> <td>Document date</td> <td>Currency</td> <td>Recipient name & address</td> </tr> <tr> <td>Reference number</td> <td colspan="2">Supplier name & address</td> </tr> <tr> <td>Net amount</td> <td>Gross amount</td> <td>* If required according to local legislation</td> </tr> </table> <p>Item fields</p> <table border="1"> <tr> <td>Unit price</td> <td>Unit of measure</td> <td>Item quantity</td> </tr> <tr> <td>Item amount</td> <td>Item description</td> <td>* If required according to local legislation</td> </tr> </table>	PO Number	CR number	Delivery note number (if available)	Document date	Currency	Recipient name & address	Reference number	Supplier name & address		Net amount	Gross amount	* If required according to local legislation	Unit price	Unit of measure	Item quantity	Item amount	Item description	* If required according to local legislation
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<p>What is the required format?</p>	<p>The system requires the invoice and any supporting attachments to be included in a single PDF file. Word or Excel format will not be accepted. Any additional documents, comments or statements in the body of the e-mail cannot be processed. Do not submit a copy of the PO with your invoice. The PO or Outline Agreement number must be referenced on the e-mail Each legal entity needs to be invoiced separately (for example where you supply different companies on a single Tasnee complex each require their own invoice.</p>																		
<p>Any other questions or queries?</p>	<p>Please consult your usual Tansee Business Contact person and they will ensure your question reaches the appropriate Tasnee representative.</p>																		