

My Shop – Reference Guide Invoicing Standards for Suppliers




June 2014

Brief instructions on supplier invoice requirements



Key Requirements for Purchase Order (PO) Supplier Invoices

Important invoice data requirements items are highlighted in red in each section. These items may not be presented in your invoices currently but will be required for MyShop.

<p>Invoice Requirements</p> <p>For certain categories of goods or services the presentation of a purchase order is required.</p> <p>Credit Suisse welcomes diversity in their supplier base and understands that not all suppliers have system generated invoices.</p> <p>For both system generated and free text format supplier PO invoices, please ensure that the following Credit Suisse invoice requirements are met:</p> <ul style="list-style-type: none"> • Provide the Credit Suisse Purchase Order reference • Supplier invoice raised to the correct Credit Suisse legal entity and address • Provide all supplier information • Provide full Description of goods/services provided • Supplier invoices can only quote one Purchase Order reference 	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Credit Suisse PO Reference Credit Suisse Legal Entity</p>  <table border="1" style="border: 2px dashed red; margin: 10px auto;"> <tr><td>Credit Suisse Legal Entity</td></tr> <tr><td>Entity Address</td></tr> <tr><td>Credit Suisse Purchase Order Reference</td></tr> <tr><td>Credit Suisse Department Name</td></tr> </table> </div> <div style="text-align: center;"> <p>Supplier Information</p>  <table border="1" style="border: 2px dashed red; margin: 10px auto;"> <tr><td>Supplier Name</td></tr> <tr><td>Supplier e-mail</td></tr> <tr><td>Supplier Address</td></tr> <tr><td>Supplier Phone #</td></tr> <tr><td>Invoice Number</td></tr> <tr><td>VAT Registration Number</td></tr> <tr><td>Invoice Date</td></tr> </table>  </div> </div> <ul style="list-style-type: none"> • For Australia registered suppliers this must also include the Australian Business Number • For India registered suppliers this may also include VAT, Service Tax and/or PAN registration number , if applicable • For Poland registered supplier this must also include VAT Registration number (NIP) if applicable • For Singapore registered suppliers this must also include the GST Registration Number • For Switzerland registered suppliers this must also include the CH VAT Number in the format CHE-xxx.xxx.xxx MWST • For UK registered suppliers this must also include the VAT Registration Number • For US registered suppliers this may also include Tax Identification Number (TIN), if applicable 	Credit Suisse Legal Entity	Entity Address	Credit Suisse Purchase Order Reference	Credit Suisse Department Name	Supplier Name	Supplier e-mail	Supplier Address	Supplier Phone #	Invoice Number	VAT Registration Number	Invoice Date																			
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<p>Description of Goods/Services Provided</p> <p>The invoice should clearly detail the following key information:</p> <ul style="list-style-type: none"> • Item Description • Quantity • Unit of measure (if applicable) • Unit Price • Net amount • Tax amounts and rates • Gross amount • Currency <p>The item description should match the description and line numbers provided in the Purchase Order</p> <p>The Invoice should also detail the sub total for each Tax rate/type</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th style="border: 2px dashed red;">Description</th> <th>Quantity</th> <th>Unit Of Measure</th> <th>Unit Price</th> <th>Net</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td style="border: 2px dashed red;"> <ul style="list-style-type: none"> ▪ Item Description ▪ Tax Description </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> ▪ Item Description ▪ VAT/Sales Tax Description </td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Payment Terms</td> <td>Total (Currency)</td> <td></td> </tr> <tr> <td colspan="4"></td> <td>Due:</td> <td></td> </tr> </tbody> </table> <p>Note: It is important that the Tax status of the item is clearly stated on the product description and the Tax amount is itemized. Examples of tax information are :</p> <ul style="list-style-type: none"> • VAT • Sales Tax • GST • Service Tax • Consumption Tax 	Description	Quantity	Unit Of Measure	Unit Price	Net	Gross	<ul style="list-style-type: none"> ▪ Item Description ▪ Tax Description 						<ul style="list-style-type: none"> ▪ Item Description ▪ VAT/Sales Tax Description 						Payment Terms				Total (Currency)						Due:	
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Key Requirements for Non Purchase Order Supplier Invoices

Important data requirements items are highlighted in red in each section. These items may not be presented in your invoices currently but will be required for MyShop.

Invoice Requirements

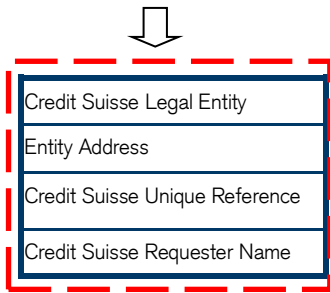
Non Purchase Order Invoices are invoices submitted for the purchase of certain categories of goods or services where a Purchase Order is **not** required.

Credit Suisse welcomes diversity in their supplier base and understands that not all suppliers have system generated invoices.

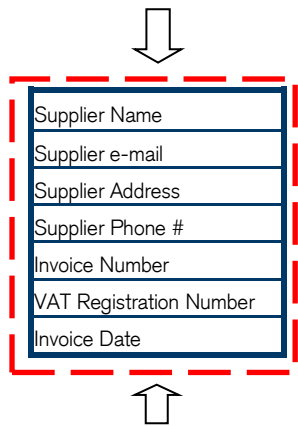
For both system generated and free text format supplier Non PO invoices, please ensure that the following Credit Suisse invoice requirements are met:

- Provide a Credit Suisse **unique reference** – at the time an order is placed with you, please ensure that you are provided with this reference by the Credit Suisse business area placing the order
- Supplier invoice raised to the correct Credit Suisse **legal entity and address**
- Provide full Description of goods/services provided
- Provide all **supplier information**

**Credit Suisse Unique Reference
Credit Suisse Legal Entity**



Supplier Information



- For **Australia** registered suppliers this must also include the **Australian Business Number**
- For **India** registered suppliers this may also include **VAT, Service Tax** and/or **PAN** registration number , if applicable
- For **Poland** registered supplier this must also include **VAT Registration number (NIP)** if applicable
- For **Singapore** registered suppliers this must also include the **GST** Registration Number
- For **Switzerland** registered suppliers this must also include the **CH VAT** Number in the format CHE-xxx.xxx.xxx MWST
- For **UK** registered suppliers this must also include the **VAT** Registration Number
- For **US** registered suppliers this may also include **Tax Identification Number (TIN)**, if applicable

Description of Goods/Services Provided

The **invoice** should clearly detail the following **key information**:

- Item Description
- Quantity
- Unit of measure (if applicable)
- Unit Price
- Net amount
- Tax amounts and rates
- Gross amount
- Currency

The item description should be for each product/service provided i.e itemized per product/service provided

The Invoice should also detail the sub total for each Tax rate/type

Description	Quantity	Unit Of Measure	Unit Price	Net	Gross	
<ul style="list-style-type: none"> ▪ Item Description ▪ Tax Description 						
<ul style="list-style-type: none"> ▪ Item Description ▪ VAT/Sales Tax Description 						
Payment Terms				Total (Currency)		
				Due:		

Note:
It is important that the **Tax status** of the item is clearly stated on the product description and the **Tax amount is itemized**. Examples of tax information are :

- VAT
- Sales Tax
- GST
- Service Tax
- Consumption Tax

Thank you

If additional support or for further information is required, please use one of the following channels:

MyShop Switzerland	Email: myshopch.servicedesk@credit-suisse.com Telephone: +41 (44) 332 42 52 Office hours are: 08:00 – 17:00 CET
MyShop EMEA	Email: myshopuk.servicedesk@credit-suisse.com Telephone: +44 207 888 4477 Office hours are: 08:00 – 17:00 GMT
MyShop EMEA - Poland	Email: myshopPL.servicedesk@credit-suisse.com Telephone: +48 71 748 3800 Office hours are: 08:00 – 17:00 CET
MyShop Americas	Email: myshopus.servicedesk@credit-suisse.com Telephone: +1 212 325 1724 Office hours are: 08:00 – 14:00 EST
MyShop APAC	Email: myshopAPAC.servicedesk@credit-suisse.com Telephone: +91 20 6673 8116 Office hours are: 08:00 – 17:00 IST