# Invoicing Guide

## Capgemini UK PLC
**Financial Services (FS) & Non-Financial Services (Non-FS)**

## Getting Your Invoices Paid on Time

# Getting your invoices paid on time

Within Capgemini we consider it of great importance to pay your invoices according to the agreed payment term. This can only be ensured when your invoices comply with our purchasing requirements and meet the general terms and conditions of Capgemini UK PLC.

This Invoicing Guide provides guidance on the invoicing requirements to ensure timely payment.

# Billing address

Please use the correct entity as mentioned on your Purchase Order number. Our Purchase order numbers always have 10 digits for Non-FS and 11 digits for FS.

| **Non-Financial Services (Non-FS)** | **Financial Services (FS)** |
|---|---|
| Capgemini UK Plc | Capgemini UK Plc – Financial Services (FS) |
| Accounts Payable | Accounts Payable |
| No 1 Forge End | 40 Holborn Viaduct |
| Woking | London |
| Surrey | EC1N |
| GU21 6DB | |

# Modes of sending invoices

## 1. Email Solution

A free of charge option is you can send your invoices via email (in PDF format) to: - capgemini_invoices.uk@capgemini.com

> Only one invoice (including attachments) per e-mail is accepted.

> Include the invoice number within the subject of the e-mail

> You will receive an auto-reply that your invoice has been received by our mailbox. Please keep this information until your invoice has been paid.

> Please refer to "How to make sure your invoices are paid on time" as incorrect invoices will be returned unpaid. Capgemini UK PLC will not accept any late fine/interest charges for returned invoices.

## 2. E-Invoicing

Tungsten offers two primary methods for sending invoices and credit transactions. You can either create invoices online using the *Web Form* through the Portal or send a data file directly to the Tungsten Network using our *Integrated Solution.*

**How it works**
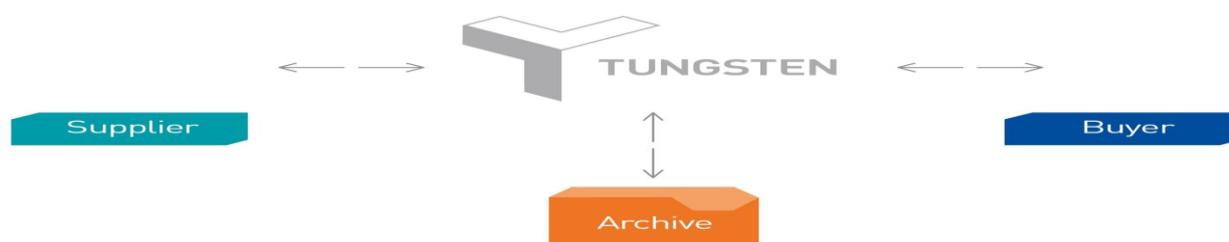


By checking invoices for duplicates and ensuring they contain the information required by Capgemini, Tungsten ensure automated, straight-through processing and enable on-time payment. Through the Portal you have access to the invoice archive and several reporting functions.

*Web Form –* For suppliers who invoice Capgemini less frequently and/or have more straightforward invoicing needs

>Web Form solution suppliers pay per transaction with no annual subscription

>Each account receives 52 free invoice transactions per year and thereafter the costs are very similar to paper invoicing (think of the printing and dispatch costs for paper invoicing).

>Purchasing additional transactions as needed.

*Integrated Solution –* For suppliers who do a lot of business with Capgemini or have more complex organizational requirements and need a more hands-on, personalized approach.

>Integrated Solution suppliers pay an annual subscription and a transaction cost

>Each account receives 520 free invoice transactions per year

>Transaction cost dependent on invoice volume

## Why E-invoicing?

>**Secure and guaranteed invoice delivery:** no more paper invoices getting lost in the mail

>**On-time payment:** your customers can process your invoices faster

>**No more delays:** invoices cannot be sent with missing information, cannot land on the wrong desk and do not need manual intervention

>**Secure online connection:** send invoices easily with no need for additional software or hardware

>**24/7 access and reporting:** enjoy higher processing transparency and better cash-flow management

>**Tax compliance:** we enable compliant e-Invoicing

>**Easy and cost-efficient** invoicing at any time

Using Tungsten Network reduces the amount of paper and paper transport necessary so is an environmentally sustainable solution - save **trees and transportation**

For more information you can refer the below:

>Video and PDF tutorials are available on the website: http://www.tungsten-network.com/uk/support/tutorials/

>Reference to Capgemini Site: https://www.tungsten-network.com/customer-campaigns/capgemini/

>FAQ - http://www.tungsten-network.com/uk/support/frequently-asked-questions/

# How to make sure that your invoices are paid on time

It is mandatory to include the following details on your invoices:

> Your company name and address details

> Your payee details including IBAN (if applicable), SWIFT/BIC, beneficiary name, bank account number and sort code.

> The correct Capgemini entity name and address (Refer page# 2).

> A unique invoice number.

> A current invoice date. The invoice date must not differ by more than 30 days from the date the invoice is received by Capgemini. The backdating of your invoice is not allowed.

> If you are a Tungsten registered vendor, then please send your invoice through Tungsten portal, otherwise it will not be accepted. In case of any queries, please go through the link http://www.tungsten-network.com/uk/support/frequently-asked-questions/

> If you are sending a credit note, please reference the invoice number against which the credit note should be applied.

> Purchase Order (PO) number (Capgemini is a PO mandatory company and has a NO PO=NO PAY policy). Only one PO number per invoice is accepted.

> The quantity supplied and price per unit if applicable

> A clear description of the goods or services supplied including relevant back-up information, e.g. timesheets or invoice specifications

> Correct VAT amount and rate applicable

> VAT identification number

> Your accounts receivable or finance department e-mail address

# Good to know

> Always mention the Purchase Order (PO) number, order date and reference number on your invoices. Our Purchase order numbers always have 10 digits for Non-FS and 11 digits for FS

> Make sure that the invoicing entity, item descriptions, prices, period, currency and quantities match those as agreed in the Purchase Order (PO)

> Pro-forma invoices are not accepted

# Payment term

If the necessary information is correctly stated on your invoices, you follow the advice given in this guide and there is no dispute, your invoices will be paid according to the payment term agreed on the Capgemini PO number, which you have digitally received from our Procurement department.

> Note that we have a 30-day payment policy if nothing else has been agreed in contract.

# Returned invoices (disputes)

If your invoices do not comply with the requirements or there is a dispute on the content, the invoices will be rejected and returned. The e-mail address mentioned on your invoices will be used for sending this important information.

The rejection mail contains information on why your invoices have been returned and includes more information on what is required by Capgemini to resolve any dispute. Please do not send Capgemini a credit note for the returned invoice. Capgemini cannot be held responsible for any form of additional costs if the invoice has been returned to you.

For disputes on content, please reach out to your contact person within Capgemini UK PLC.

For more information relating our processes, please contact our Capgemini Help desk at:

> Capgemini UK Plc FS rowaccountspayable.fssbu@capgemini.com

> Capgemini UK Plc Non-FS accountspayable.in@capgemini.com

# Contact

For more information regarding our procedures, sending reminders or other related communication please contact our Capgemini UK Plc Non-FS Help desk available at +**01667 458 757** – Option **2** or by e-mail at rowaccountspayable.fssbu@capgemini.com (For FS) accountspayable.in@capgemini.com (For Non-FS)

The Capgemini Help desk is available from Monday to Friday 08:30 – 17:00 hours – Non Daylight-Saving Time (excluding national holidays).

In case of any PO related questions please refer to your Capgemini UK PLC contact.

The preferred communication language is English.

# About Capgemini

A global leader in consulting, technology services and digital transformation, Capgemini is at the forefront of innovation to address the entire breadth of client's opportunities in the evolving world of cloud, digital and platforms. Building on its strong 50-year heritage and deep industry-specific expertise, Capgemini enables organisations to realize their business ambitions through an array of services from strategy to operations. Capgemini is driven by the conviction that the business value of technology comes from and through people. It is a multicultural company of 200,000 team members in over 40 countries. The Group reported 2019 global revenues of EUR 12.8 billion.

Learn more about us at

www.capgemini.com.

## People matter, results count.