



Invoice Processing for Direct Vendors

1.0 Invoice Policy

1. All payment to vendor relates to direct purchase must processed through PO.
2. GSC (Global Service Center) will verify invoices using 3 way match prior to invoices are posted to ERP.
3. Vendor invoice are processed in ERP based on negotiated terms of payment. Due invoice will be automatically included on the payment schedule.
4. GSC (Global Service Center) will execute vendor payment.
5. Vendor must release the invoice latest 2 weeks after goods received. 3M have a right to reject the invoice if invoice receive later than 2 weeks.
6. Payment files are adequately restricted and properly encrypted.

2.0 Invoice Process

1. Vendor have to send a set of document hardcopy to 3M Head Office. A set of document consist of :

- a. Copy Purchase Order,
- b. Original Invoice attached with stamped duty
Invoice value 250.000 IDR -1.000.000 IDR : Stamped Duty 3.000 IDR
Invoice value >1.000.000 IDR : Stamped Duty 6.000 IDR
- c. Faktur Pajak
- d. Delivery Order/Packing List/BAP (Stamped by Ceva or 3M)

Invoice send to : PT 3M Indonesia, Perkantoran Hijau Arkadia Tower F Lt 8, Jln Let Jend TB Simatupang Kav 88, Kebagusan, Pasar Minggu, Jakarta Selatan, 12520

Incomplete documents will trigger to delay of invoice processing and the payment.

U/P: Eko Ferdian (Sourcing)

2. Time of Receiving Invoices: Tuesday and Thursday , 13.00-16.00 WIB
3. Invoice date must be applied after PO date published ,
4. Invoice must stated active bank account. If vendor has change bank account, they must declare in official latter to sourcing minimum 2 weeks before invoice submitted to 3M Indonesia ,

6. Price and Order unit in invoice must be tally with the price and order unit in purchase order.

7. Vendor invoices are verified using 3-way match by GSC for accuracy prior to invoice posting in ERP. Invoice will be paid based on negotiated terms (term of payment)