



Supplier Invoice Guidelines

IMPORTANT INSTRUCTIONS FOR TIMELY PROCESSING OF INVOICES

Please review this document and forward it to the appropriate individual in your organization

Dear Supplier:

In order to facilitate efficient invoice processing and on-time payments, Nexo Solutions has prepared the following invoice guidelines. The following items are required to have on your invoice to avoid delayed payments or non-payments.

Invoice Processing.

Please send all invoices to invoice@nexosolutions.com. Make sure to assign the invoice number as the file name to the invoice and add all required information as indicated below. This is the only way to have invoices paid. All invoices should be sent via email in PDF format.

No Purchase Order – No Pay Policy.

Referencing a valid and signed PO is mandatory when sending any invoices to Nexo Solutions.

A strict “No Purchase Order – No Pay” policy that has been widely communicated internally and is in force as of January, 2022. Please make sure that you as a supplier always ask Nexo Solutions to send a valid and signed Purchase Order as soon as we request a product or service, and ensure that you have a valid and signed PO before sending any invoices to from Nexo Solutions.

Invoice Processing Guidelines.

In addition to the legal requirements, each invoice must contain the following minimum elements for trouble-free processing:

- A valid and signed **Purchase Order** (PO) number should be referenced on the invoice.
Purchase Order number format example: PO22-XXXX
- Payment Terms must be match the PO.
- Currency and value in the invoice must match the PO.
- The company, person, entity and address in the invoice should match the PO.
- Description of products and/or services in the invoice should match the PO.
- Any notes included on the PO should be carefully addressed.

Invoice Status.

Questions or status regarding please contact: invoice@nexosolutions.com

Note that the Accounting Group can't be reached by calling Nexo Solutions offices.

[Nexo Solutions - Accounting Group](#)

Nexo Solutions

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