

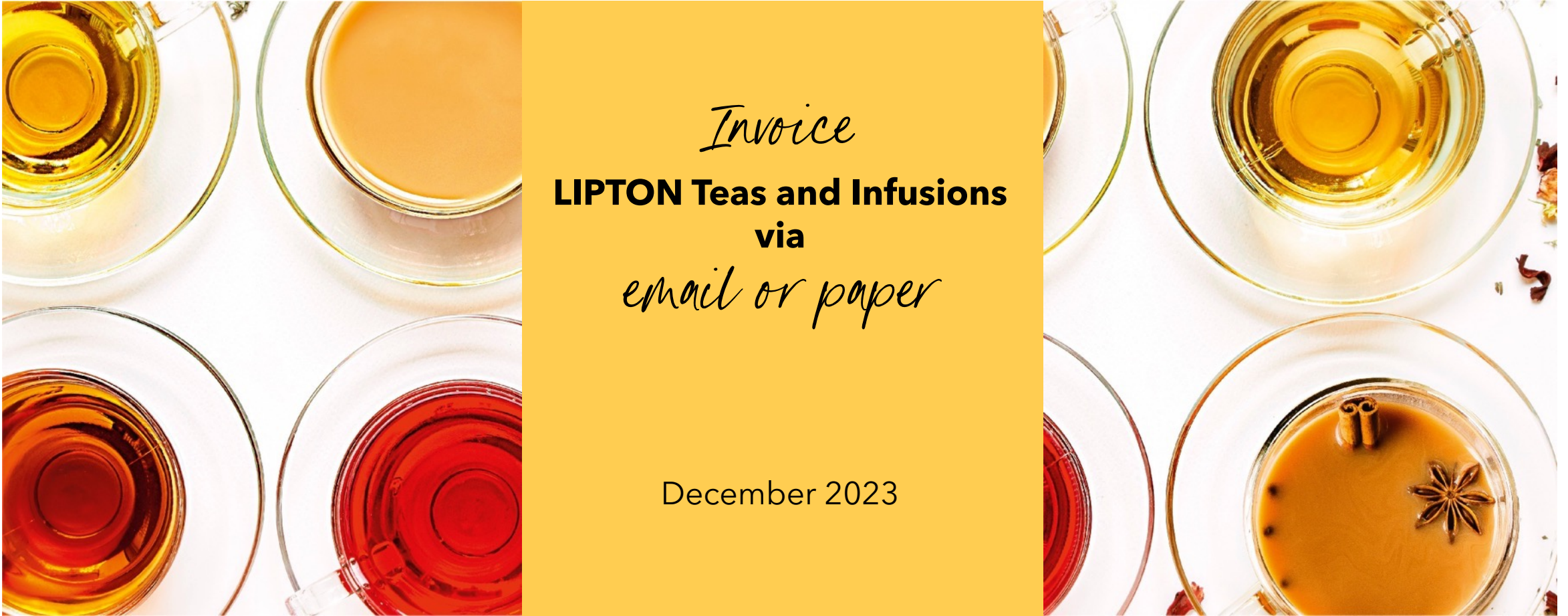
# LIPTON

*Teas and Infusions*

*Invoice*

**LIPTON Teas and Infusions**  
**via**  
*email or paper*

December 2023



# Invoice via email/paper PO invoices

Please make sure to include all necessary information on your invoice. The following information is for a **PO invoice**. Please note, there are several types of PO that can be sent, so the layout you receive may be slightly different to the shown example.

**Purchase Order** 4540000123 **1**

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

**LIPTON**  
*Teas and Infusions*

**2** **From**  
Lipton Legal Entity Name  
Lipton Legal Entity Address

**3** **To**  
Supplier Legal Entity Name  
Supplier Legal Entity Address

**Purchase Order**  
4540000123  
Amount and Currency

**4** **Ship to:**  
**Email:** Lipton contact

**5** **Bill To**  
Lipton Bill to Name  
Lipton Bill to Address

Line Items								
Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal

- 1** 1. The Lipton Purchase Order number
  - 2** 2. Invoice to the Lipton Legal Entity name and address
  - 3** 3. Your company name (and tax number) match the Purchase Order
    - Your bank details
    - The amount and currency as per the PO (ensure all invoices submitted do not exceed the total value on the PO).
- For email submission please ensure**
- The invoice is in PDF format, any supporting documents are included in the invoice PDF, and only one invoice per PDF.
  - You only attach up to 10 documents per email
  - Invoices are sent to our scanning email address - [AP@lipton.com](mailto:AP@lipton.com) (do not send queries here)
- 5** **For paper submission - address the envelope to the "bill to" address on the PO**
- 4** If you require support, it's advisable to first email the LIPTON contact shown on your PO and ensure they have Goods Received the amount on your invoice and responded to any queries in the invoice tool.

If you have complied with all the above, and still have queries, please raise a ticket via <https://lipton.service-now.com/csm>



# Invoice via email/paper non-PO invoices

In most cases a Purchase Order is required. If your LIPTON contact has advised that you can submit a **“non PO”** invoice, make sure to include:

1. Invoice to the LIPTON Legal Entity name and address that your LIPTON contact provided
2. Your company name (and tax number)
3. Your bank details
4. The amount and currency

## **For email submission please ensure**

- The invoice is in PDF format, any supporting documents are included in the Invoice PDF, and only one invoice per PDF.
- You only attach up to 10 PDF invoices per email
- Invoices are sent to our invoice email address - [AP@lipton.com](mailto:AP@lipton.com) (do not send queries here)

**For paper submission** - address the envelope to the “bill to” address supplied by your Lipton Contact

If you require support, it’s advisable to first email your LIPTON contact and ensure they have responded to any queries in the Invoicing query tool.

If you have complied with all the above and still have queries, please raise a ticket via:

<https://lipton.service-now.com/csm>

