

LIPTON

Teas and Infusions

**Invoice
Submission**



How to submit your invoice to us?

Invoice Submission Options:

SAP Business Network (Preferred)

We prefer to receive invoices through the **SAP Business Network**.

Once you receive your first Purchase Order (PO) from **LIPTON Teas and Infusions**, you can register on the SAP Business Network and submit invoices easily.

You can find step-by-step guidance on how to register and create invoices directly from your PO [here](#).

Email

You may also submit your invoice in **PDF format** by email to **LIPTON Teas and Infusions Accounts Payable**.

Before sending your invoice to ap@lipton.com, please review the required invoice details [here](#) to ensure your submission is complete and accurate.

Hardcopy

You may send a paper invoice to the **Bill-To address shown on the Purchase Order**. For NON PO Invoice bill to address- Please connect with your LIPTON Teas and Infusions Stakeholder.

Please note: Hardcopy invoices are accepted **only where legally required** in the respective country.

Before sending a paper invoice, please review the required information [here](#) to ensure all mandatory details are included

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>.

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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).
 - Mention the Document type – Tax Invoice or Credit Note on face of document
- For email submission please ensure**
- One invoice in One PDF along with supporting documents in same PDF, and size of email should not exceed 10 MB. (Only PDF is accepted, no other format is allowed in email)
 - You only attach up to 10 documents per email
 - Invoices are sent to our scanning email address - 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- **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

- One invoice in One PDF along with supporting documents in same PDF, and size of email should not exceed 10 MB. (Only PDF is accepted, no other format is allowed in email)
- You only attach up to 10 documents per email
- Invoices are sent to our scanning email address - ap@lipton.com (do not send queries here)

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