



Document Summary

Title:

RFS Invoice Guidelines

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TABLE OF CONTENTS

DOCUMENT CHANGE HISTORY..... 2

INVOICE REQUIREMENTS 3

RFS INVOICE GUIDELINES 4

ACCEPTABLE INVOICE SUBMISSION METHODS..... 4

ATTACHMENT 1: “BILL TO” ADDRESS 5

Document Change History

Date	Version	Reason & Description of Change	Author	Approver
2020-07-29	1.0	New Creation	Marcelo Brizido	CPO/CFO



RFS Invoice Guidelines

Note: Attachment 1 of this document provides specific mailing and email addresses for invoice submission depending on the RFS entity with which you are doing business. Please ensure that your invoice is submitted correctly to prevent processing delays.

To enable smooth internal processing and avoid rejection of invoices, suppliers are advised to follow the invoice requirements below. Paper invoice will be rejected (unless its mandatory per local regulation)

INVOICE REQUIREMENTS

The following information is **required** on each invoice submitted for payment:

- Supplier's legal name and remittance address
- Correct RFS legal entity and address in the "Bill To" (See Attachment 1)
- Unique Invoice number and Invoice date
 - Invoices should be dated on the date of shipment or completion of service
- Invoices line items must match to PO line items, in price and unit of measure
- A valid RFS Purchase Order (PO) number
- Purchase Order (PO) Line Item Number for items billed must be included on the actual invoice
 - Example: If your purchase order has 5 lines of which you invoice RFS for lines 2 and 3 only, your invoice must reference PO line number 2 and number 3
- Detailed description of goods purchased (including quantity, unit price, and unit of measure) and / or services rendered
- The value of the invoice line item (including previous invoices against the line item) must not exceed the value of the purchase order line item. Do not invoice for items that do not match the price or the description / item on the purchase order
- Invoices must be from the supplier named on the purchase order; third party billing cannot be processed.

The following information must be included on the invoice, **if applicable**.

- Applicable taxes, based on ship-to location
- VAT number of supplier (ABN for Australian Vendors)
- RFS VAT number (only in case of intra-community supply or reverse charge) as provided in Attachment 1 under "Tax ID or VAT ID Number"
 - a. Delivery of goods from an EU country to an RFS entity in another EU country
 - b. Delivery of services from any European supplier to an EU RFS entity
- VAT rate + taxable amount
- Total VAT amount
- Reference to VAT exemption or reverse charge mechanism (only if applicable)
- CNPJ number of supplier (Brazil only)
- CNPJ number of RFS entity (Brazil only)



- Location of service and/or destination of product
- Shipping, handling and freight (if incurred outside RFS standard shipping terms)
- Consultants/contractors/service invoices must include:
 - Proof-of-service (e.g., timesheet with contractor's RFS ID number, if applicable) signed by authorized RFS personnel
 - Project name, if applicable, and RFS project manager's name
 - Itemization of reimbursable expenses listed separately from project/labor fees and including third-party receipts to support expense
 - Any other supporting documents as requested

Do not submit an invoice until after services have been rendered.

Do not submit invoices for Credit Card purchases

RFS does not pay late fees or finance charges, unless stated on original contract or PO.

If an invoice contains Current Charges and Past Due Charges, only the Current Charges are paid

Variations from the purchase order prices must be resolved with the RFS requestor prior to invoicing.

The value of the invoice line item (including previous invoices against the line item) must not exceed the value of the purchase order line item. Do not invoice for items that do not match the price or the description / item on the purchase order

RFS Invoice Guidelines

ACCEPTABLE INVOICE SUBMISSION METHOD

1. Portable Data Format (PDF) Invoices (mandatory for countries where PDF is allowed)

PDF invoices sent via e-mail are allowed for all countries except **those specifically excluded as listed in Attachment 1.**

- Only PDF format is accepted for invoices submitted in digital form.
- All PDF invoices should be sent to the email address listed in Attachment 1 for the RFS entity with which you are doing business.
- If a PDF invoice is sent, do not send a paper copy (unless its mandatory per local regulation)
- Each invoice, including any attachments, should be scanned and sent as one PDF file.
- One email can contain multiple PDF files, but the total email size **cannot exceed 10MB.**

For countries where PDF invoices **are not allowed** (e.g. local China suppliers), please follow the paper invoice process below.

2. Paper Invoices

Supplier not submitting via the PDF invoice process must send their paper invoices to the **Legally Mandatory "Bill to" Address** of the RFS entity they are doing business with as outlined in Attachment 1 of this document.



Attachment 1: “Bill to” Address

Company						
RFS Region	RFS Country	code	Entity Name	Legally Mandatory “Bill To” Address	PDF Invoice Submission Email	Tax ID or VAT ID Number
Europe	Germany		Radio Frequency System GmbH,	Kabelkamp 20 30179 Hannover, Germany	invoice.RFSGmbH@rfsworld.com	DE115648756
	France	FR03	Radio Frequency Systems SAS,	Rue Jean-Baptiste MARCET 44570 TRIGNAC, FRANCE	compta.rfs-france@rfsworld.com	FR66659804397
	Italy	IT01	RFS Italia S.R.L. ,	Via Energy Park 14 20871 Vimercate (MB)	invoice.RFSITA@rfsworld.com	IT02004220964
	UK	UK01	RFS (UK) Ltd ,	9 Haddenham Business Park, Pegasus Way, Haddenham, Bucks HP17 8LJ	Invoice.RFSUK@rfsworld.com	GB538122654
The Americas	Brazil	BR01	RFS Brasil Telecomunicações Ltda.	R. Marcelino P. Teixeira, 481 CEP: 06.816-900 Embu - SP	for local suppliers: nfe-rfsbrasil@rfsworld.com for external suppliers: invoice.RFSBRA@rfsworld.com invoice.RFSMEX@rfsworld.com	CNPJ: 44.040.707/0001-05
	Mexico	MX01	Radio Frequency Systems de Mexico SA de CV,	Blvd. Manuel Ávila Camacho No.2610, Int. Torre B Piso 10 Oficina 1053, Valle de los Pinos, Tlalnepantla de Baz, México C.P. 54040	apinquiry@rfsworld.com	RF50607171Q7
	USA	US01	Radio Frequency Systems	200 Pond View Drive Meriden, CT 06450	apinquiry@rfsworld.com	NA
Asia Pacific, Australia	Australia	AU10	Radio Frequency Systems Pty. Ltd ..	38-40 Garden Street, Kilsyth, Victoria, Australia	ap.aps@rfsworld.com	99004686097
	China	CN02	Radio Frequency Systems (Suzhou)	Co.Ltd No. 8 Xingting Road, Suzhou New District, 215151 Suzhou, P.R. China	Local supplier: Paper invoice only external supplier: finance.apn@rfsworld.com	NA
	China	CNSH	Radio Frequency Systems (Shanghai)	Co.Ltd 299 East Rongle Road, Songjiang Industrial Zone, 201613 Shanghai, P.R. China	Local supplier: Paper invoice only external supplier: finance.apn@rfsworld.com	NA
	Dubai		Radio Frequency Systems GmbH DMCC Branch,	Office 3505- 1 Lake Plaza - Jumeirah Lakes Towers - Cluster T- Dubai	invoice.RFSUAE@rfsworld.com	100318932900003
	India		RFS India Telecom Pvt. Ltd.	E-8/1, Lower Ground Floor, Near Geeta Bhawan Mandir, Malviya Nagar, New Delhi - 110017	accounting.india@rfsworld.com	07AADCR5389R1ZF
	India		RFS India Telecom Pvt. Ltd.	Plot No. D3-49/1, Banirpol Dak Ghar, Budge Budge Trunk Road BBT Road, Maheshtala, Kolkata, Kolkata, West Bengal, 700141	accounting.india@rfsworld.com	19AADCR5389R1ZA
	India		RFS India Telecom Pvt. Ltd.	No. 104, Polivakkam Village, Sriperumbudur-Thiruvallur Highway, Tiruvallur District, Tiruvallur, Tamil Nadu, 602002	accounting.india@rfsworld.com	33AADCR5389R2ZJ
	Hong Kong	CNHK	Radio Radio Frequency Systems (S) Pte. Ltd,	Hong Kong Branch Office, 601 Prince's Building, Charter Road Central, Hong Kong	finance.apn@rfsworld.com	NA
	Singapore	CNHK	Radio Frequency Systems (S) Pte. Ltd	10 Collyer Quay #10-01 Ocean Financial Centre, Singapore	finance.apn@rfsworld.com	NA