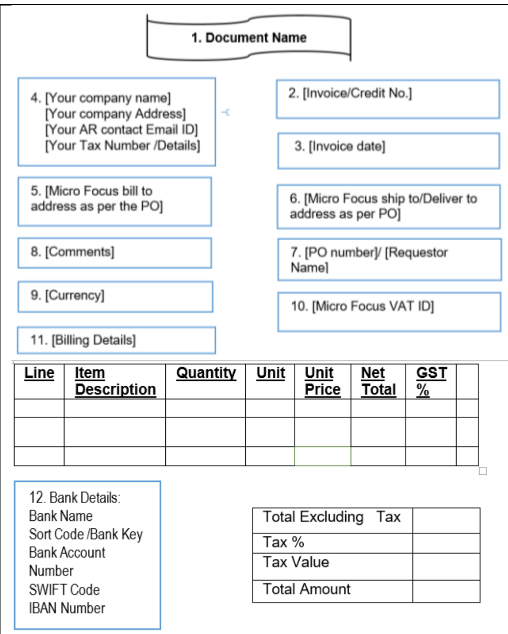
Invoice Guide/

When submitting an invoice to Micro Focus please ensure the details are correct. Follow the guide below for more information on submitting an invoice.

1. **Document name:** Ensure the document is named properly as “Tax invoice”, “Credit note”, “Debit Note”, “Adjustment Note” as per the document you are submitting to Micro Focus for processing. If this is not stated your invoice/credit may be returned.
2. **Invoice/Credit Note number:** Each invoice needs a unique identifier/separate number to ensure a clear identification. The unique document number should not be repeated in the same fiscal year.
3. **Invoice Date:** Be sure to include the date the invoice has been raised. Typically, an invoice is raised on the day, or day after, the goods/service are rendered to Micro Focus.
4. **Your Company Details:**
   a. Ensure the company Name and address are clearly stated on the invoice. This will allow your invoice to be paid correctly.
   b. Include your contact details (email, phone, fax number, etc.)
   c. Include the TAX identification number (PAN/TIN/ST/VAT ID) of your company, (for filing taxes/returns from the respective country government).
5. **Micro Focus Bill To Address**: **The complete Micro Focus legal entity name and Bill To address must exactly match the Micro Focus legal entity and Bill To address on the Purchase Order issued by Micro Focus.**
   a. If the Micro Focus legal entity name and Bill To address is missing or incorrect on the invoice/Credit will be returned, as the document does not meet the mandatory requirements. In case of any clarifications, get in touch with your requestor who requested for the goods/Services.
   b. If you have not received a Purchase Order, please get in touch with your Micro Focus contact.



6. **Ship to Address:** Highlight which organization the Goods/Service are been sent. Please ensure the ship to address is mentioned as provided on the PO copy. Ensure even the address matches with the PO ship to address (Including ship to country and state).
7. **PO number/Requestor Name:** Business with Micro Focus without PO is not a compliance process. Request you to ensure you obtain a valid PO before you render any goods and services to Micro Focus. Ensure the PO number is mentioned exactly as mentioned on the PO copy. If you do have a PO number. Request you to mention requestor Name and Email ID of the requestor who has procured the goods and services. If the provided details are incomplete /incorrect, the invoice will be retuned as document does not meet the mandatory requirement.
8. **Comments**: Include any important comments on your invoice. This will speed up the processing time. For Example Credit note require the related invoice number to be quoted to allow them to be matched to the original invoice.
9. **Currency**: It’s very important to mention the currency you are billing Micro Focus, Ideally, the invoices should be billed as per PO issued currency. If document is billed in foreign currency ensure the Tax (Eg GST, to be mentioned in Local Currency) to be provided as country norms. Any clarity, get in touch with service desk.
10. **Micro Focus VAT/GST ID**: If your PO carries a Micro Focus VAT/GST ID, please ensure to mention the same on the invoice copy. Most of European Countries, Buyers VAT ID is a must on the invoice copy. If the PO has Micro Focus VAT ID and the same is not mentioned, the invoice will be returned as document does not qualifies the mandatory requirements.
11. **Billing Details**: Ensure to bill Micro Focus with one invoice per PO (do not bill multiple PO’s on the same invoice document).Ensure to use the line item No. and description as mentioned on the PO (in case if the PO has multiple line items, this will help AP accountant to book the expenses to the right line item and will avoid discrepancy block of the invoice and it will enable the invoice to be processed easily allowing for prompt payment. Missing information could delay payment).Ensure a clear breakdown of invoice value is provided. Invoices that are calculated incorrectly will be returned (The gross total amount payable, excluding VAT, expressed relevant currency, the total amount of VAT chargeable, the total amount due).
12. **Bank Details**: Ensure to mention the complete bank details on the invoice copy. This will avoid payments been issued to wrong /old bank accounts. This will avoid the delay of funds realization to your organization.