



Vendor Checklist : Information required on invoices

- ✓ The invoice should be clearly marked as **Invoice** and must be Billed to Zoetis with correct **Zoetis entity Name and Address**. The ship to location where the goods / services were delivered should also be listed on the invoice.
- ✓ The invoice should reference a valid Zoetis **Purchase Order** number. If Purchase Order is not available, a Zoetis **Contact, contact email address** and cost center/general ledger account or project number must be listed on the invoice.
- ✓ **Invoice Number** and **Invoice Date** should be prominently mentioned on the main invoice, not on attachment or subsequent pages.
- ✓ The invoice must contain a detailed **description** of goods or services provided, quantities, unit prices, amounts owed and the **currency** for payment. Invoice billing currency must match the Purchase Order billing currency.
- ✓ The **Vendor name, address** and **remittance instructions** (address, bank details) should be mentioned on the invoice.
- ✓ Each invoice should have a **unique invoice number**.
- ✓ Tax type and rate (if any) should be mentioned on the invoice and **calculations** should be correct.
- ✓ Invoices should be for **one Purchase Order** only.
- ✓ The invoice should be **legible** and printed on paper stock that can be scanned for processing.
- ✓ Please **do not resend invoices if payment for the original invoice is not due**. Zoetis' standard payment terms are Net 60 days from receipt of invoice.
- ✓ Supplier's **Tax ID number** should be mentioned on the invoice. Where applicable VAT Registration Number must be included.
- ✓ **Credits** issued to Zoetis should be sent separately as Credit memo and should not be the part of actual invoice.