

Purchase Order and Invoicing Procedure

Fidelity International (FIL) has established a Purchase Order (PO) and Invoicing Procedure for external suppliers to all entities. The Procedure outlines the circumstances when a PO is required or not required for the purchase of goods or services, as well as the proper issuance of invoices to facilitate timely payments.

The Procedure



The procurement of all goods and services, other than the exceptions stated within this Procedure, must be based on a valid PO issued to an external supplier prior to the delivery of the goods or commencement of the service using a purchase ordering system. Suppliers in scope are required to include a valid Purchase Order number on their invoice to FIL to facilitate a smooth payment process.

The benefits



Using a PO to procure goods and services has significant benefits:

- Budget control:
 - budget holders will have a clearer understanding of the committed spend against available budget
- Compliance:
 - ensures that purchases are authorised before goods/services are supplied
 - confirms what has been ordered including prices and other terms for the purchase
- Spend visibility:
 - enables full sight of how money is being spent and where there are opportunities to save, or redirect spend
- Legal protection:
 - serves as a legally binding document and ensures both parties deliver upon the agreed terms
- Payment:
 - enables an effective invoice process and on-time payments- supports automation and digitization of our Purchase-To-Pay process

How suppliers will receive POs



POs will be sent in PDF format, other than for marketing-related items, to a single email address nominated by the supplier.

This email address must be monitored by the supplier to avoid delays in processing POs.

Exemptions



Categories currently exempted from PO:

- Contingent Labour Services purchased via Beeline
- Market Data Services and Telephone Expense Management (TEM) via Market Data Services Limited (MDSL)
- Tax Advisory & Audit,
- Utilities (Water, Electricity, Municipal Waste Collection)
- All types of insurances
- Rent & Rates (property taxes)
- Vehicle Fleet (part of employee benefits)
- Tax payments
- Payments to Public Bodies – non-procurement related payments only
- Ad hoc payments to Fidelity staff (compensation and benefits, out-of-pocket expenses, prizes, awards and refunds) not related to consulting or other services
- Purchasing (P-Card) and Corporate card expenses (including travel and entertainment covered by the Fidelity International Global Travel and Expense Policy)
- Contractual indemnities made by FIL to third parties (arising from contractual disputes, regulatory fines etc.)
- Director's fees

- Fund-related services where spends are paid partially/fully by the funds (services include but not limited to custodian/depository service, actuarial service, taxation, legal service)
- Employee payroll and related voluntary benefits for Fidelity workforce services include but not limited to pensions, tax consultancy support, vehicle/transport services, car lease etc. availed for Fidelity workforce.
 - Employee Pensions
 - Other Employee Benefits
 - Relocation Expenses

This list is under constant review and any further changes will be communicated to you in the [Supplier Information Centre](https://www.fidelityinternational.com) hosted on www.fidelityinternational.com website.

Mandatory information on invoices



All invoices and credit notes submitted by suppliers to FIL must meet local requirements as a minimum and include the following:

- ☒ a clear 'INVOICE' header
- ☒ FIL legal entity name, address and any registration number and/or tax code(s) as per local requirements (Bill To address)
- ☒ FIL legal entity name and address where goods have been delivered or where work has been carried out (Ship To address)
- ☒ supplier company name, address and any registration number and/or tax code(s) as per local requirements
- ☒ the name and email address of the contact at FIL
- ☒ the invoice number (limited to 50 characters)
- ☒ the invoice date

It is expected invoices are not dated before the day the goods are shipped or, in the case of services, not before they have been performed or based on milestones if agreed contractually.

- ☒ a valid PO number as follows:
 - P + 4 digits (= entity number) + N + 7 digits or
 - MX + 6 digits for marketing-related items only
 - BE + 4 digits numeric project code for Beeline POs

Invoices should reference one PO only.

There may be one invoice per PO or multiple invoices per PO, but never one invoice for multiple POs.

For PO exemptions, these invoices should clearly mention "Non-PO invoice" in place of the PO number.

- ☒ the goods / service details which match the PO details, including quantity billed, item description, unit of measure, unit price and total value
- ☒ the agreed charge, including any discounts, handling and freight charges and a breakdown clearly showing each tax amount and the applicable tax rate (and where not complete, a breakdown of the relevant work or services as they relate to this charge or an explanation of a difference in expected charge)
- ☒ the billing currency
- ☒ the payment terms
- ☒ the percentage and/or amount of the advance payment and its timing where relevant
- ☒ the remittance email address
- ☒ the bank account information and related instructions to enable FIL to process payment
- ☒ the number of the invoice credited (for credit notes only)
- ☒ supporting documents should be in the same PDF in subsequent pages
- ☒ invoices should not be coloured but black and white
- ☒ invoices should not be handwritten but typeset

Documents not recognised as valid invoices



The following documents are not valid invoices and will not be processed for payment:

- a pro-forma invoice - except in case of advance-payment and if followed by a valid invoice when goods/services are fully delivered
- a statement
- a delivery note
- any document not having the full set of information requested in the above “**Mandatory information on invoices**” section.

Where to send your invoices



Only one invoice to be sent in PDF format as an attachment in one email directly to invoice scanning regional mailboxes:

FIL Legal Entity Location	Invoice Email Address
Australia	invoices.fidelity.au@fil.com
Bermuda	invoices.fidelity.bm@fil.com
Chile	invoices.fidelity.cer@fil.com
China	invoices.fidelity.cn@fil.com : original Invoice to be sent by post to our office for paper fapiao.
Germany	invoices.fidelity.ceg@fil.com
Hong Kong	invoices.fidelity.hk@fil.com
India	P2P.India@fil.com : pdf invoices should be digitally signed. All Invoices must follow regulatory guidelines.
Ireland	Invoices.fidelity@fil.com
Japan	invoices.fidelity.jp@fil.com
Korea	AsiaPacificAPandTEKorea@fil.com
Mauritius	P2P.India@fil.com
Singapore	invoices.fidelity.sg@fil.com
Taiwan	invoices.fidelity.tw@fil.com
United Arab Emirates	invoices.fidelity.cer@fil.com
United Kingdom	Invoices.fidelity@fil.com
Rest of European Union	invoices.fidelity.cer@fil.com
Market Data or Telecom services processed via MDSL platform	Telecom Services: teminvoices@fidelity.mdsl.net Market Data: FIL-MarketDataBVM@fil.com

Suppliers must not:

- send electronic links to access invoices as these will not be accepted by our scanning software, email multiple addresses or copy our FIL requestors involved in procuring your service as this will not be actioned by anyone outside of Accounts Payable
- email monthly statements or changes to vendor contact details to the above-mentioned 'Invoice' email IDs as they will not be read by our scanning tool. Please use Accounts Payable helpdesk email addresses below.

If paper invoices are required per local requirements, they should be sent to the address which is specified on the PO and to the attention of the Accounts Payable department, otherwise the invoice will not be processed.

When we pay



FIL standard payment terms are 30 days from receipt of a value invoice. Payment terms will be calculated from the date a valid invoice is received by our Accounts Payable department via email or post.

Invoice sent 1 st month	Invoice receipted 4 th month	Invoice paid as per agreed contractual terms after receipt date
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Rejected invoices



In the case of Beeline invoices received without a valid PO number, the invoice will be rejected and sent back to the supplier unpaid. The supplier will need to contact the requestor of the goods or services who will provide a valid PO number. The supplier must quote this PO number on the invoice and resend it. PO numbers quoted in the subject or body of an email will not be considered valid by our scanning system.

Supplier sends invoice	FIL receives invoice	FIL returns invalid invoice	Supplier sends amended invoice	FIL receives amended invoice & receipts terms	FIL pays as per the agreed payment terms
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How to contact us



Any questions about this Procedure should be directed to our Accounts Payable helpdesk department:

FIL Legal Entity Location	Point of contact
Australia	filasia-apac-procurement@fil.com
Bermuda	IMIN0707@fil.com
Chile	P2P.Europe@fil.com
China	filasia-apac-procurement@fil.com
Germany	P2P.Europe@fil.com
Hong Kong	filasia-apac-procurement@fil.com
Ireland	P2P.UK@fil.com
India	P2P.India@fil.com
Japan	filasia-apac-procurement@fil.com
Korea	filasia-apac-procurement@fil.com
Mauritius	P2P.India@fil.com
Singapore	filasia-apac-procurement@fil.com
Taiwan	filasia-apac-procurement@fil.com
United Arab Emirates	P2P.Europe@fil.com
United Kingdom	P2P.UK@fil.com
Rest of European Union	P2P.Europe@fil.com