



The company's labelling requirements, Marking. Requirement 7

One of the requirements for a supplier invoice sent to this company to be approved is that the marking meets the following requirements:

The marking must be according to the following model:

AAAA-DDDDD-PPPPPPPPP

Account	Department	Purpose
<i>Mandatory</i>	<i>Mandatory</i>	<i>Optional</i>

NOTE

In order to pass the validation of the marking, the code string must be set up according to the aforementioned model. If the invoice does not meet the labelling requirement, the invoice will be rejected, which means that the supplier must issue a new correct invoice according to the requirement. It is important that the parts of the code string are separated by hyphens.

It is the person who orders/calls the product or service that must provide the account, department and any purpose to the supplier so that the marking can be done according to the aforementioned model.

Account

Account specifies the type of cost of an invoice/invoice line.

An account consists of 4 numeric characters.

This is a mandatory indication which must appear on the label according to the above model.

Department

Department indicates which part of the company the invoice relates to.

A department consists of 7 numeric characters.

This is a mandatory indication which must appear on the label according to the aforementioned model.

Purpose

Used to perform a refined performance follow-up. A purpose consists of 1-10 characters.

This is a optional item of information task that must appear on the marking according to the aforementioned model if the purchaser of the product/service indicates it.

If an invoice does not meet the marking requirement according to the aforementioned model, the invoice will be rejected, which means that the supplier must issue a new correct invoice and send it to the company.