

# Invoice Requirements PT Cahaya Gunung Foods

## 1. Objectives

To provide clear guidelines to the vendor on the mandatory information to be present on an Invoice for it to be considered a valid Invoice. It is expected that the vendor can provide invoices correctly, therefore the payment can be proceeded on time.

## 2. Requirements

Every invoice submitted to PT Cahaya Gunung Foods must have the following mandatory information to be considered as valid invoice. General mandatory requirements applicable to both PO and Non-Purchase order (Non -PO) based invoice :

- PT Cahaya Gunung Foods “bill to” address and company name as per table
- Invoice number
- Invoice date, preferably in dd/mm/yyyy
- Currency, where currency is not specified, the currency of the “bill to” address will be used
- Gross amount (before tax)
- Tax amount, as applicable (VAT and WHT)
- Net amount (after tax)
- Vendor entity name, address, and contact information such as email or phone number
- Bank account number, beneficiary name, remit to address, bank routing details such swift BIC, IBAN, ABA etc. vendor is mandated to inform PT Cahaya Gunung Foods for any bank changes by providing valid and authorized new statement of bank account. Any changes is subject to PT Cahaya Gunung Foods verification before put into effective.

Additional mandatory requirements for PO based invoices:

- Attached copy PO PT Cahaya Gunung Foods
- PO line-item number, item description, invoice description, line item total, unit price and unit of measure, as applicable.

Additional mandatory requirements for Non-PO based Invoices:

- PT Cahaya Gunung Foods contract reference number or order confirmation or a valid work order from PT Cahaya Gunung Foods
- Item description and line item amount, as applicable.

The supporting documents must be attached along with Invoice:

DOMESTIC VENDOR	CGF
Original Invoice	√
Copy PO for PO invoice, copy contract or work order	√
2 (two) copies of Tax Invoice apply for full/down payment, if VAT is applicable.	√
Tax Exemption Letter (SKB), if any	√
Proof of Payment PPh Final, if any	√
<b>For Material/GOODS :</b>	
Original Delivery Note signed by supplier and receiver with complete clear names and company stamp	√
Original Delivery Note signed by supplier and receiver with complete clear names and company stamp	√
PT Cahaya Gunung Foods copy tally sheet (yellow color)	√
<b>For Service :</b>	
Signed Berita Acara Penyelesaian Pekerjaan (BAPP), with clear names, signature, date and company stamp	√
Surat Ijin Usaha Jasa Konstruksi (SIUJK) and Sertifikat Badan Usaha Jasa Konstruksi (SBUJK) for construction company	√

DOMESTIC VENDOR	CGF
<b>For Local Transporter :</b>	
Original stamp of goods cover Letter or delivery note and tally sheet of PT Cahaya Gunung Foods.	√
Work Order	√
<b>For Impor/EMKL Transporter :</b>	
PIB	√
Bill of Lading	√
Nota Rampung	√
Tally sheet PT Cahaya Gunung Foods	√

OVERSEAS VENDOR	CGF
Commercial Invoice	√
Copy PO for PO invoices, copy contract or work order	√
Copy Bill of Lading	√
Copy Packing List	√
Service report (for service related )	√
Original DGT Form & Certificate of Origin (if service related), submitted per year	√

**PT Cahaya Gunung Foods will reject Invoices that do not conform to the requirement.**

No	Company Name	Business Unit	PREFIX PO/CONTRACT/ WO	Bill to address as per tax ID	Tax ID Number	Invoice Send to address below	Follow up status of invoice
1.	<b>PT CAHAYA GUNUNG FOODS</b>		XXXX-OP	Wisma 46 Kota BNI LT.26, Suite 26.01 Jl. Jend. Sudirman Kav.1 RT.010 RW.009 Karet Tengsin Tanah Abang, Jakarta Pusat DKI Jakarta Raya	80.852.283.3- 022.000	Jl. Raya RanduSari-Nepen KM 2, Kec Teras, Boyolali 57372	0276-2910100, Ext 1502

