



FBD Invoice Process

A guide to getting paid by FBD

Introduction

We understand how important cash flow is and we are committed to paying our suppliers in a timely manner.

Getting Paid

What to put on your Invoice

We will only consider documents that state 'Invoice' as a valid invoice document. The following documents will **not** be considered an invoice;

- Pro-forma invoices
- Statements
- Reminders
- Payments made on behalf of another company
- Quotations

An invoice must comply with the following standards:

1. It must be addressed to FBD. The billing entity is indicated on the Purchase Order (PO) so please refer to the PO if you have received one.
2. It must be on a company letterhead or in a valid tax invoice format
3. It must include the following information:
 - PO number
 - Supplier's name and address
 - FBD Business Contact Name
 - Supplier's country Tax/VAT registration number, if applicable
 - Invoice number and date
 - Invoice amount (gross and net value) and currency
 - Tax rate and amount charged
 - Bank Account Details
 - Details of goods and services supplied

Protection.
It's in our nature.

What is our invoice lifecycle



Note: Invoices that do not contain the correct info will be considered invalid and will be rejected. This may result in delayed payment.

Where to send your Invoice

Invoices should be sent to your business contact. If in doubt, send the invoice to the address that you received the PO from. Hardcopy invoices do not need to be sent but the invoice must be in PDF or TIF form and not password protected.

Our payment terms

Our standard payment terms are 30 days, from the date which FBD receives a correct and error free invoice. Our payment method is electronic transfer of funds into the specified bank account.

Staying up to date

It is vital that you inform us immediately of any changes to your contact details.

Who to Contact

Please raise any queries with your business contact.

What are the most common errors

Below are the most common errors that can result in delayed payment

- Missing / Incorrect Company Name
- VAT Calculation / Totalling Errors
- Missing / Incorrect PO Number
- Invoices that exceed the PO Quantity
- Invoice not readable