

## My Shop – Reference Guide Invoicing Standards for Suppliers

June 2019

Brief instructions on supplier invoice requirements

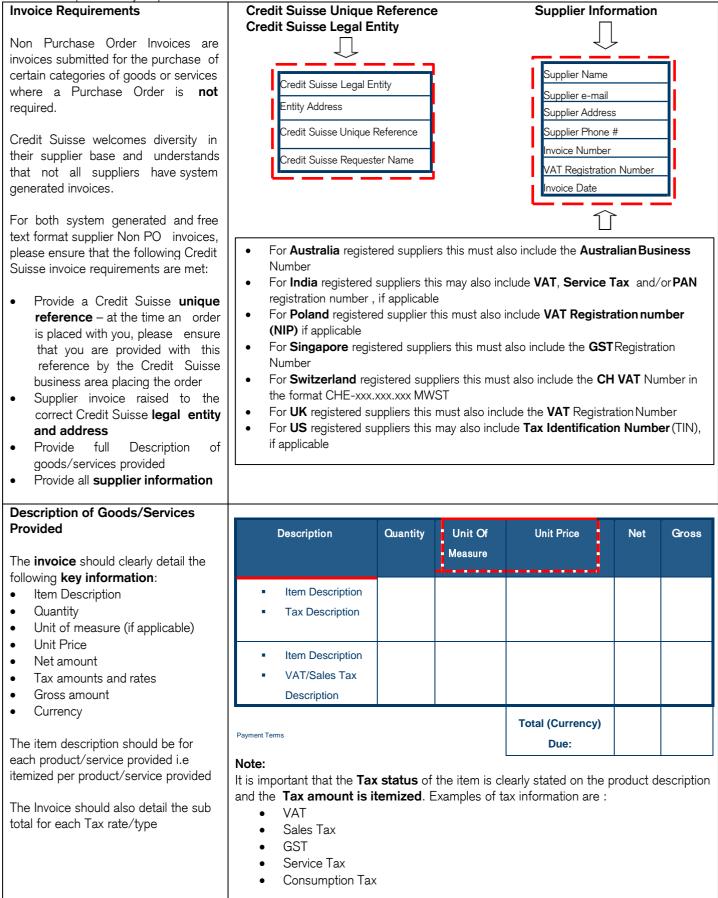


Key Requirements for Purchase Order (PO) Supplier Invoices Important invoice data requirements items are highlighted in red in each section. These items may not be presented in your invoices currently but will be required for MyShop.

Invoice Requirements For certain categories of goods or services the presentation of a purchase order is required. Credit Suisse welcomes diversity in their supplier base and understands that not all suppliers have system generated invoices. For both system generated and free text format supplier PO invoices, please ensure that the following Credit Suisse invoice requirements are met: • Provide the Credit Suisse	Credit Suisse PO Reference Credit Suisse Legal Entity Credit Suisse Legal Entity Entity Address Credit Suisse Purchase Order Reference Credit Suisse Department Name	Supplier Information Supplier Name Supplier e-mail Supplier Address Supplier Phone # Invoice Number VAT Registration Number Invoice Date
<ul> <li>Purchase Order reference</li> <li>Supplier invoice raised to the correct Credit Suisse legal entity and address</li> <li>Provide all supplier information</li> <li>Provide full Description of goods/services provided</li> <li>Supplier invoices can only quote one Purchase Order reference</li> </ul>	<ul> <li>For Australia registered suppliers this must also include the Australian Business Number</li> <li>For India registered suppliers this may also include VAT, Service Tax and/or PAN registration number, if applicable</li> <li>For Poland registered supplier this must also include VAT Registration number (NIP) if applicable</li> <li>For Singapore registered suppliers this must also include the GST Registration Number</li> <li>For Switzerland registered suppliers this must also include the CH VAT Number in the format CHE-xxx.xxx MWST</li> <li>For UK registered suppliers this must also include the VAT Registration Number</li> <li>For US registered suppliers this may also include the VAT Registration Number</li> <li>For US registered suppliers this may also include Tax Identification Number (TIN), if applicable</li> </ul>	
Description of Goods/Services Provided	Description Quantity Unit Of Measure	
<ul> <li>The invoice should clearly detail the following key information:</li> <li>Item Description</li> <li>Quantity</li> <li>Unit of measure (if applicable)</li> <li>Unit Price</li> <li>Net amount</li> <li>Tax amounts and rates</li> <li>Gross amount</li> </ul>	Item Description     Tax Description      Item Description      VAT/Sales Tax     Description	
<ul> <li>Currency</li> <li>The item description should match the description and line numbers provided in the Purchase Order</li> <li>The Invoice should also detail the subtatal for each Tay rate (type)</li> </ul>	Payment Terms Note: It is important that the Tax status of the item is and the Tax amount is itemized. Examples VAT	
total for each Tax rate/type	<ul> <li>Sales Tax</li> <li>GST</li> <li>Service Tax</li> <li>Consumption Tax</li> </ul>	

## Key Requirements for Non Purchase Order Supplier Invoices

Important data requirements items are highlighted in red in each section. These items may not be presented in your invoices currently but will be required for MyShop.



## Thank you

If additional support or for further information is required, please use one of the following channels:

MyShop Switzerland	Email: <u>myshopch.servicedesk@credit-suisse.com</u> Telephone: +41 (44) 332 42 52 Office hours are: 08:00 – 17:00 CET
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MyShop EMEA - Poland	Email: <u>myshopPL.servicedesk@credit-suisse.com</u> Telephone: +48 71 748 3800 Office hours are: 08:00 – 17:00 CET
MyShop Americas	Email: <u>myshopus.servicedesk@credit-suisse.com</u> Telephone: +1 212 325 1724 Office hours are: 08:00 – 14:00 EST
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