

## **To suppliers submitting invoices via iSupplier Portal for Singapore Purchase Orders**

NCR's policy requires that a copy of your invoice be uploaded into iSupplier Portal.

The invoice image must be in an electronically readable format representing a reproduction of the original source invoice.

The invoice image must display the following information:

- The date of issue (invoice date)
- Full name and address of the supplier and the customer
- The invoice number, the purchase order number or other reference number
- Suppliers tax identification/registration number(s)
- The quantity and nature of goods supplied or extent or nature of services rendered
- The tax rate and tax amount applied
- The subtotal before tax, total tax applied and total amount including tax
- In the case of an exemption of tax or where the customer is liable for payment of tax, reference to the applicable provision of the tax law, or any other reference (e.g. customer tax exemption number) indicating that the supply of goods or services is exempt.

This requirement will be mandatory before the submission of the invoice can be completed and submitted for payment in iSP.