

No Purchase Order, No Payment (No PO, No Pay) guidelines

Fidelity International (FIL) has implemented 'No Purchase Order, No Payment (No PO, No Pay)' guidelines for all of its entities.

This means that FIL is mandating that the procurement of all goods and services must be based on a purchase order issued to an external supplier prior to the delivery of the goods or commencement of the service using a purchase ordering system.

Benefits

The No PO, No Pay guidelines have significant benefits to suppliers as well as to FIL:

- PO ensures that purchases are authorised before goods/services are supplied
- PO confirms what is ordered including prices and other terms for the purchase
- PO number on the invoice enables an effective invoice process and on-time payments
- PO number on invoices enables automation and digitalization of our Purchase-To-Pay process
- PO enables budget holders to have a clearer understanding of the committed spend against available budget
- PO serves as a legally binding document that builds trust and ensures both parties deliver upon the agreed terms.

Requirements

Purchase orders will be sent in PDF format - other than for marketing-related items - to a single email address nominated by the supplier. This email address must be monitored by several people so that our orders do not get delayed because of the absence of one person at supplier's side. The email address for PO receipt will be added to the supplier's record in FIL's accounting platform.

All invoices and credit notes submitted by suppliers to FIL must meet local requirements as a minimum and also include the following:

- FIL legal entity name, address and any registration number and/or tax code(s) as per local requirements (Bill To address)
- FIL legal entity name and address where goods have been delivered or where work has been carried out (Ship To address)
- supplier name, address and any registration number and/or tax code(s) as per local requirements
- the name of the FIL contact
- the remittance email address
- a valid PO number starting
 - i. MX + 6 digits for marketing-related items only
 - ii. P + 4 digits (= entity number) + N + 7 digits
- the invoice number (limited to 50 characters) and date
- the contract number (if applicable) - referenced on the PO and mentioned at the bottom left of each contract page as Contract ID
- the goods / service details which match the PO details, including quantity billed, item description, unit of measure, unit price and total value

- the agreed charge, including any discounts, handling and freight charges and a breakdown clearly showing each tax amount and the applicable tax rate (and where not complete, a breakdown of the relevant work or services as they relate to this charge or an explanation of a difference in expected charge)
- the payment terms
- the bank account information and related instructions to enable FIL to process payment
- the number of the invoice credited (for credit notes only)

Other Requirements

The following documents are not valid invoices and will not be processed for payment:

- a pro-forma invoice - except in case of advance-payment and if followed by a valid invoice when goods/services are fully delivered
- a statement or a delivery note.

If FIL receives an invoice that does not quote a valid PO number, FIL will reject the invoice and send it back unpaid. The supplier will need to contact the person who requested the goods or services who will provide a valid PO number. The supplier will then need to quote this PO number on the invoice and resend it. PO numbers quoted in the subject or body of an email will not be considered valid by our scanning system.

Invoices should reference one PO only. There may be one invoice per PO or multiple invoices per PO, but never one invoice for multiple POs

All non-PO invoices should clearly mention "Non-PO invoice" in place of the PO number and the name of the FIL Contact purchasing the goods or services.

Invoice Submission Guidelines - DO's

- Invoices should not be coloured but black and white
- Invoices should not be handwritten but typeset
- Invoices must be sent as attachments in PDF format
- Supporting documents should be in the same PDF in subsequent pages
- Only one Invoice/PDF to be sent in one email to the relevant email address listed in table below
- If paper invoices must be submitted as per local requirements, they should be sent to the address which is specified on the PO and to the attention of the Accounts Payable department, not to the person who requested the goods or services.

FIL Legal Entity Location	Invoice Email Address
Australia	invoices.fidelity.au@fil.com
Bermuda	invoices.fidelity.bm@fil.com
Chile	invoices.fidelity.cer@fil.com
China	Original Invoice to be sent by post to our office
Germany	invoices.fidelity.ceg@fil.com
Hong Kong	invoices.fidelity.hk@fil.com
India	P2P.India@fil.com
Ireland	Invoices.fidelity@fil.com
Japan	invoices.fidelity.jp@fil.com
Korea	AsiaPacificAPandTEKorea@fil.com
Mauritius	P2P.India@fil.com
Singapore	invoices.fidelity.sg@fil.com
Taiwan	invoices.fidelity.tw@fil.com
United Arab Emirates	invoices.fidelity.cer@fil.com
United Kingdom	Invoices.fidelity@fil.com
Rest of European Union	invoices.fidelity.cer@fil.com

Invoice Submission Guidelines - DON'Ts

- Any electronic links to access invoices will not be accepted by our scanning software
- Do not email to multiple addresses or copy our FIL requestors involved in procuring your service
- Do not email monthly statements or changes to vendor contact details to the above-mentioned 'Invoice' email IDs
- It is expected invoices are dated not before the day the goods are shipped or, in case of services, not before they have been performed or on based on milestones if agreed contractually.

Failure to issue and send a valid invoice as per above requirements will result in a delay to payment.

Payment terms will be calculated from the date a valid invoice is delivered to our Accounts Payable department via email or post.

Suppliers & Services exempted from PO

Please note suppliers who have agreed with FIL to use Beeline (staff augmentation) or MDSL as billing system are exempted to mention PO numbers on their invoices.

The following expenditure/ circumstances do not require a PO. The exception list currently covers:

- Professional Services except for any Technology related Professional Service
- Utilities
- All types of insurances
- Rent & Rates (property taxes)
- Vehicle Fleet (part of employee benefits)
- Contingent Labour
- Market Data
- Tax payments
- Payments to Public Bodies – non-procurement related payments only
- Payments to individuals (compensation and benefits, out-of-pocket expenses, prizes, awards and refunds) not related to consulting or other services
- Purchasing (P-Card) and Corporate card expenses (including travel and entertainment covered by the FIL Travel & Expense Guidelines)
- Contractual indemnities made by FIL to third parties (arising from contractual disputes, regulatory fines etc.)
- Other exceptions as defined by Global Procurement

This list is under constant review and any further changes will be communicated to our suppliers in the [Supplier Information Centre](#) hosted on www.fidelityinternational.com website.

Any questions about these guidelines should be directed to our Accounts Payable helpdesk department:

FIL Legal Entity Location	Point of contact
Australia	filasia-apac-procurement@fil.com
Bermuda	FIL - P2P Bermuda
Chile	P2P.Europe@fil.com
China	filasia-apac-procurement@fil.com
Germany	P2P.Europe@fil.com
Hong Kong	filasia-apac-procurement@fil.com
Ireland	P2P.UK@fil.com
India	P2P.India@fil.com
Japan	filasia-apac-procurement@fil.com
Korea	filasia-apac-procurement@fil.com
Mauritius	P2P.India@fil.com
Singapore	filasia-apac-procurement@fil.com
Taiwan	filasia-apac-procurement@fil.com
United Arab Emirates	P2P.Europe@fil.com
United Kingdom	P2P.UK@fil.com
Rest of European Union	P2P.Europe@fil.com