



Guardian Glass Invoice Requirements

Mandatory requirement for all Invoices (Applicable to suppliers using both Electronic and Non-electronic invoicing channels)

- If you have not received a valid Purchase Order number, please inform your Guardian contact person
- Ensure that the product/service you deliver matches the Purchase Order specifications (quantity, price, etc)
- Only raise your invoice once you have delivered the good/service (unless partial/staged invoices have been agreed)
- Ensure the below information is clearly quoted on your Invoice:
 - Guardian Purchase Order number
 - Your company name and address
 - Your bank details (including SWIFT and IBAN numbers)
 - Correct Guardian Contact Name, Company name and address
 - Invoice number
 - Date of issue
 - VAT number and the amount/rate of VAT (where applicable)
- Ensure your invoice is in the same metrics & denomination as quoted on the Purchase Order e.g. if the order is in kg then the invoice should be in kg, if currency is EUR then the invoice should be in EUR.
- Please ensure any previously agreed changes to the Purchase Order are reflected in your invoice
- If a credit note is required, please ensure it contains the necessary invoice & Purchase Order number

If any of the above information is incorrect, your invoice will be returned for resubmission.

Please kindly find below some Tips on how to ensure your invoice is dealt with efficiently and your payment is processed on time:

- Commence work only once you have received a valid Purchase Order and ensure that you indicate it on Your invoice
- Ensure that your Invoice is compliant with any local fiscal requirements
- Check the status of your invoices in Coupa Supplier Portal:
 - If you are not registered in Coupa Supplier Portal please find below three ways to register:
 - Option 1.** Contact accountspayable@guardian.com and ask for an invitation, making sure to put "Coupa" in subject.
 - Option 2.** Go to <https://supplier.coupahost.com/sessions/new> to set up your account and login preferences, add more users and update your profile. Then

contact us at accountspayable@guardian.com and provide us the email address which you used to log in, so we will be able to connect you to Guardian.

Option 3. Click on the “Register” button on your PO.

- For payment related queries, contact the accountspayable@guardian.com

If you are using Non-Electronic invoicing channel

- EMAIL to invoice@guardian.com (PDF invoice only, one invoice per email) with the exception of the following cases:

- Suppliers providing invoices for Glass entities in **Spain (Tudela, Llodio and Guardian Glass España)** as this channel is not compliant with local law.
- For suppliers providing goods/services to Orshaza in Hungary please additionally send the original paper invoice for archiving purposes to Guardian Oroshaza location to comply with local law requirements.

Address

Guardian Orosháza
Korlátolt Felelősségű Társaság
Csorvási út 31.
Orosháza, H-5900
Hungary

- Or by POST

- **US location only**

Guardian
PO Box 2991
Clinton, IA
52733-2991

- **Europe location only**

CFBS
Factures Fournisseurs Guardian
9 Rue Maurice Trintignant
72100 Le Mans
France

For any payment related queries, contact the accountspayable@guardian.com