

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 **Purchase Order** reference
- Supplier invoice raised to the correct Credit Suisse **legal entity and address**
- Provide all **supplier information**
- Provide full Description of goods/services provided
- Supplier invoices can only quote **one** Purchase Order reference

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



- For **Australia** registered suppliers this must also include the **Australian Business Number**
- For **India** registered suppliers this may also include **VAT, Service Tax** and/or **PAN** registration number , if applicable
- For **Poland** registered supplier this must also include **VAT Registration number (NIP)** if applicable
- For **Singapore** registered suppliers this must also include the **GST**Registration Number
- For **Switzerland** registered suppliers this must also include the **CH VAT** Number in the format CHE-xxx.xxx.xxx MWST
- For **UK** registered suppliers this must also include the **VAT** Registration Number
- For **US** registered suppliers this may also include **Tax Identification Number (TIN)**, if applicable

Description of Goods/Services Provided

The **invoice** should clearly detail the following **key information**:

- Item Description
- Quantity
- Unit of measure (if applicable)
- Unit Price
- Net amount
- Tax amounts and rates
- Gross amount
- Currency

The item description should match the description and line numbers provided in the Purchase Order

The Invoice should also detail the sub total for each Tax rate/type

Description	Quantity	Unit Of Measure	Unit Price	Net	Gross
<ul style="list-style-type: none"> ▪ Item Description ▪ Tax Description 					
<ul style="list-style-type: none"> ▪ Item Description ▪ VAT/Sales Tax Description 					
Payment Terms				Total (Currency) Due:	

Note:

It is important that the **Tax status** of the item is clearly stated on the product description and the **Tax amount is itemized**. Examples of tax information are :

- VAT
- Sales Tax
- GST
- Service Tax
- Consumption Tax

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.

Invoice Requirements

Non Purchase Order Invoices are invoices submitted for the purchase of certain categories of goods or services where a Purchase Order is **not** 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 Non PO invoices, please ensure that the following Credit Suisse invoice requirements are met:

- Provide a Credit Suisse **unique reference** – at the time an order is placed with you, please ensure that you are provided with this reference by the Credit Suisse business area placing the order
- Supplier invoice raised to the correct Credit Suisse **legal entity and address**
- Provide full Description of goods/services provided
- Provide all **supplier information**

**Credit Suisse Unique Reference
Credit Suisse Legal Entity**



Credit Suisse Legal Entity
Entity Address
Credit Suisse Unique Reference
Credit Suisse Requester Name

Supplier Information



Supplier Name
Supplier e-mail
Supplier Address
Supplier Phone #
Invoice Number
VAT Registration Number
Invoice Date



- For **Australia** registered suppliers this must also include the **Australian Business Number**
- For **India** registered suppliers this may also include **VAT, Service Tax** and/or **PAN** registration number , if applicable
- For **Poland** registered supplier this must also include **VAT Registration number (NIP)** if applicable
- For **Singapore** registered suppliers this must also include the **GST**Registration Number
- For **Switzerland** registered suppliers this must also include the **CH VAT** Number in the format CHE-xxx.xxx.xxx MWST
- For **UK** registered suppliers this must also include the **VAT** Registration Number
- For **US** registered suppliers this may also include **Tax Identification Number (TIN)**, if applicable

Description of Goods/Services Provided

The **invoice** should clearly detail the following **key information**:

- Item Description
- Quantity
- Unit of measure (if applicable)
- Unit Price
- Net amount
- Tax amounts and rates
- Gross amount
- Currency

The item description should be for each product/service provided i.e itemized per product/service provided

The Invoice should also detail the sub total for each Tax rate/type

Description	Quantity	Unit Of Measure	Unit Price	Net	Gross
<ul style="list-style-type: none"> ▪ Item Description ▪ Tax Description 					
<ul style="list-style-type: none"> ▪ Item Description ▪ VAT/Sales Tax Description 					
Total (Currency) Due:					

Payment Terms

Note:
It is important that the **Tax status** of the item is clearly stated on the product description and the **Tax amount is itemized**. Examples of tax information are :

- VAT
- Sales Tax
- GST
- Service Tax
- Consumption Tax

Thank you

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

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