

Supplier Company Name

Supplier Street Address
City, Israel ZIP
Phone Number/Fax Number

Tax Invoice

Tax ID #
(Example-Local vendors only)

• INVOICE NO: 123456
DATE: May 15, 2000

Ship To:

Intel Electronics Ltd
Qiryat Gat Industrial Park,
Qiryat Gat, Israel 82109

Bill To:

Intel Electronics Ltd
P.O. Box 70
Qiryat-Gat, Israel 82109

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
	≡JRB038793000		≈ UPS		2%15 Days, Net 45

QUANTITY	... LINE RELEASE/DELIVERY	DESCRIPTION	INTEL P/N	UNIT PRICE	AMOUNT
	001	Labor- Paint the risers and stringers on all five stairways with epoxy paint to match color		7000.00 NIS	7000.00 NIS
	002	Material - Paint		1500.00 NIS	1500.00 NIS
				SUBTOTAL	8500.00 NIS
				LOCAL VENDOR VAT	123.75 NIS
				≈ SHIPPING & HANDLING	0.00
				TOTAL DUE	8623.75 NIS

Important Tips to Remember When Invoicing Intel

- ⊖ Supplier name and remittance address **must** be the same as referenced on the Purchase Order. If there has been a change or the information on the Purchase Order incorrect, contact the buyer prior to invoicing to prevent payment delays.
- The words "tax Invoice" must be on the invoice. The invoice number must be unique (not the same as prior invoices for that supplier), or it will be returned unpaid.
- ÷ Use exactly the same "Ship To" address referenced on the Purchase Order.
- ≠ Reference the correct "Bill To" name (Intel Electronics, Intel Israel, Intel Semiconductors) according to the Purchase Order.
- ≡ Invoice must reference the full Purchase Order number as referenced on the Purchase Order, including all zeros. Purchase order numbers are at least nine characters long, beginning with two or more alpha characters followed by numeric and/or alpha characters. If there is a release number involved, it must also be referenced on the invoice.
- ≈ If the Purchase Order includes shipping terms as "Prepaid and Bill", the freight charges are to be invoiced and Intel will pay. The Purchase Order may include shipping terms which indicate that shipping costs are **NOT** to be included on the invoice. Examples of these kinds of terms are: "Collect", "Prepaid" and "FedEx Collect". **Intel will not pay shipping when the Purchase Order shipping terms are "Collect" or "Prepaid"**.
- ... Reference the Purchase Order Line as well as the Release or Delivery (if applicable) on the invoice. The invoice line descriptions should match the Purchase Order line descriptions.
- | Fill in VAT amount.