

Supplier Invoice Requirements

Singapore

Products:

- Supplier Name (in full)
- Supplier Code
- Supplier Address (in full), Tel No., Fax No. Email, Factory Address, HQ Address
- Invoice Number
- Invoice Date
- Invoice Type (e.g charge, FOC, etc.)
- Invoicing Country / Location
- Shipping Country / Location
- Invoice to Country / Location
- Ship to Country / Location
- Invoice pay to
- Invoice ship to
- Invoice consignee
- Notify (e.g. FreightForwarder)
- Method of Transport
- Delivery Terms (incoterms)
- Type of shipment (e.g. transit)
- From to e.g. from HK to Singapore
- Term of Payment (By a/c 60 days)
- Forwarder
- Country of origin
- Packing Number
- Shipping Marking
- Supplier Part No.
- Supplier Part Description
- Mfg Date Code
- WNS Part No.
- WNS Part Description
- WNS PO No. & Line item no.
- WNS PO Date
- Unit of Measurement
- Invoice Qty
- Invoice Unit Price
- Invoice Total Value
- Discount %
- Invoice Total Value of Discount
- VAT %
- VAT amount
- Invoice Payable Amount
- WNS issued PO to EU countries' supplier for purchase of parts but drop-shipped to sub-con supplier in Germany for assembly and subsequently after assembly shipped to end-customer in Germany or WNS Supplier must indicate WN group relief
- Please quote the relevant VAT number as shown below appropriately:
 - EU to Germany VAT ID# DE217146395
 - Germany to Germany VAT ID# 339/5884/0177
- Bank Name, A/c No.

Beside Standard Information, below additional information is required for Tooling:

- Description of Tooling clearly state for which part or product
- Progressive Payment %
- Attached Asset/Tooling Certificate

Beside Standard Information, below additional information is required for Software-Application:

- Software Description
- Project Code (if applicable)
- Media e.g. storage media, access and retrieve from media

Beside Standard Information, below additional information is required for Software-Maintenance:

- Software Description
- Hardware
- Maintenance period
- Media e.g. storage media, access and retrieve from media

Beside Standard Information, below additional information is required for Training:

- Training Description
- Project Code (if applicable)
- Duration of training
- Place of training
- No of participant (if applicable)

Beside Standard Information, below additional information is required for repair charges:

- Rework Description
- For which product
- Time & Material