



European (EU) EDI INVOIC Business Requirements

Last Updated: 7th March 2016

Table of Contents

INTRODUCTION	1
BUSINESS REQUIREMENTS	1

Introduction

While the ORDRSP has a big impact for Amazon, the INVOIC has a huge impact for every vendor who sends it. An INVOIC with correct information will be processed by Amazon's AP system without any human interaction, which means that the vendor receives payment more quickly.

Business Requirements

- Invoices can contain references to multiple PO numbers, as Item Purchase Order Number is required to be referenced per line item.
- Only one invoice number can be sent per UNH/UNT envelope. In case of multiple invoices (e.g. when new releases can partly be delivered immediately and partly backordered), different invoice numbers should be used.
- Payment terms must be transmitted via EDI.
- If an incorrect invoice is sent, no additional revised invoice should be sent. Instead, you should contact our finance department as soon as possible.
- EDI Credit Notes are currently under development. If you would like to implement EDI Credit Notes, please contact the Amazon AP team.
- Invoice numbers must be unique and they should never be reused (even after one year).
- No invoices with amount "0" should be sent.
- Testing Requirement: Once EDI invoice testing is complete, your company will be instructed to move the EDI version to production and the EDI production invoices will get processed to Amazon Accounts Payable for parallel testing. During parallel testing, a vendor is required to submit every invoice via paper and EDI until further notice.

Note: Payment may be delayed if the invoice testing requirement described above is not followed.