



Adobe

Tips for Successful Billing

Failure to meet the below will result in invoices being rejected for correction.

- Billing Name & Address on the invoice must match the Billing Name & Address on the PO (Purchase Order)
- A PO must be present on all invoices. If you do not have a PO number, please contact the person in Adobe you are dealing with.
- Invoice currency should match with the currency on the PO number provided. Also, currency must be displayed on the invoice.
- Invoice must be on Company headed paper – or a format that contains the supplier’s information on the document.
- Bank details must be present or at least showing the last 3 digits of the bank account number so that we can match it against multiple bank accounts we may have in our records.
- Invoice must be submitted in PDF format.
- Submitting invoices into the Ariba network is the fastest way to get paid, however if you are submitting manual invoices please email a copy to the below mail box for its billing region. Japan and Asia – apssc@adobe.com, EMEA – emeaap@adobe.com, US & Canada – ap@adobe.com, India – APindia@adobe.com.
- Invoice must contain a clear description of what is being billed, services/material, place where material was delivered, period of the services, etc.
- If your company has multiple entities/sub companies under a parent company, the invoice should be issued from the company mentioned in Adobe’s PO, as per point # 1 above. If you have any issues, please reach out to your Adobe contact.
- Invoice should be submitted within 7 days to Adobe for timely payment. Payment terms are identified on each PO you will receive.