

Thank you for providing goods or services to Symantec. This guide contains important information about:

- Symantec Invoice Submission Requirements
- Special Rules

Refer to the [List of Countries](#) to determine where to submit your invoices.

### **Symantec Invoice Submission Requirements**

When supplying goods or services to Symantec, do so only upon receipt of an official Symantec Purchase Order (PO). If you supply goods or services without an official Symantec PO, you do so at the risk of invoice rejection or non-payment unless alternative arrangements have been made with Symantec's Global Procurement Organization.

To ensure timely payment of invoices, follow the below guidelines.

Requirement		Explanation	Common Issues
A	Invoice Date	This should not be a future date	
B	Supplier full name & address	Prominent and ideally at the top of the page	Advise in a separate communication if this changes via this <a href="#">link</a> .
C	Supplier VAT/GST registration number	Tax Payer ID	Advise in a separate communication if this changes via this <a href="#">link</a> .
D	Symantec Billing Entity name & address	Correct and complete Symantec company name (billing entity name) and address.	This should match the bill to on the PO. For details, please refer to the <a href="#">listing of countries</a> and specific billing information in the subsequent pages.
E	Invoice Number	A unique invoice number	Do not send multiple copies as duplicates delay processing.
F	PO Number & Line Number	Symantec PO Number & Line Number	Both the PO & Line Number must be included, or the invoice will be rejected. <i>Invoices for POs need to include the PO &amp; Line number breakdown.</i>
G	Invoice line level description	Describe the goods or services (this should match the PO line description) <ul style="list-style-type: none"> <li>• Reference the SOW or other unique identifier as applicable</li> </ul>	
F	Date of supply of goods or services rendered	Include if applicable for VAT/GST	
G	Place of supply of goods or services rendered	Include if applicable for VAT/GST	
H	Invoice currency	Currency should match currency on PO	Particularly important for foreign currency invoices
I	Quantity & Unit Price	Reflect quantities, unit prices, units of measure	
J	Taxable Amount	Subtotal excluding VAT	
K	Non-Taxable Amount	Amount not subject to VAT	
L	VAT/GST Rate	Applicable tax rate	
M	VAT/GST Amount	Taxable amount times VAT/GST rate	
N	Withholding tax (if applicable)	Tax to be withheld and paid to Tax authorities	
O	Total Amount payable	Grand total	

**Special Rules**

- In some countries if appropriate documents are not received the invoice will be subject to WTH at time of payment.
- For Symantec entities that are GST registered traders the following is required:
  - Line item amounts should not include the GST amount
  - Subtotal of charges excluding GST
  - The rate of tax and total GST amount
  - Total amount payable including GST