

Hong Kong Invoicing Options

Applicable to the following Oracle Entities:

Oracle Systems Hong Kong Limited

Oracle Preferred Invoicing Methods

Tungsten Network

To have electric messages sent to Oracle via an Integrated Solution or to create invoices via a Web Form, visit the [Tungsten Network](#).

Integrated Solutions

- Suitable for suppliers who can send electronic messages and have a high volume of invoices
- Nominal fee per invoice + annual fee to connect to network
- Tax Compliant in available countries
- Tungsten Network connection can be used for more customer than Oracle
- Multiple data formats supported (XML, EDI, comma delimited)

Web Form

- Suitable for suppliers who can't send electronic messages and have a low volume of invoices
- Nominal fee per invoice (free if less than 52 invoices per annum) + no development costs involved
- Tax Compliant in available countries
- Tungsten Network connection can be used for more customer than Oracle

Other Invoicing Options

PDF

Email invoices as a PDF to SUPPLIER-INVOCING_HK@ORACLE.COM.

Create invoices by following the below instructions:

1. Include the respective details on the invoice bill per the Oracle Purchase Order standard.
2. Ensure the invoice includes the Oracle Purchase Order Number.
3. Use system-generated PDF invoice format / text-based PDF files to increase invoice scanning accuracy.
 - a. Invoice layout should be easily readable and include all relevant fields
 - b. Scanned invoice images should have a minimum Dots per Inc (DPI) of 300x300
4. Send one email with one attachment per invoice.

Note! Multiple attachments accompanying the PDF invoice, such as supporting documents, are not currently supported. Any invoice requiring support documents should be sent to the **bill to address** of the legal entity.

Hard Copies

Mail invoices to the billing location based on the Oracle entity below:

Oracle Legal Entity Name	Bill to Address
Oracle Systems Hong Kong Limited	Oracle Systems Hong Kong Limited 8th Floor & 9th Floor, Lee Garden Three, 1 Sunning Road, Causeway Bay Hong Kong

Questions?

Please contact p2p-helpdesk_ww@oracle.com if you want to know more about how to invoice Oracle.