ORACLE

Vietnam Invoicing Options

Applicable to the following Oracle Entities:

ORACLE VIETNAM PTE., LTD

Oracle Preferred Invoicing Methods

PDF

Email invoices as a PDF to SUPPLIER-INVOICING_VN@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 VIETNAM PTE., LTD	ORACLE VIETNAM PTE., LTD Unit 2202, 22nd Floor, East Tower, Lotte Center Hanoi Building No. 54 Lieu Giai Street, Cong Vi Ward Ba Dinh District Ha Noi Vietnam

Questions?

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