

How to Get Paid on Time @ Wafi Energy Pakistan Limited (Formerly known as Shell Pakistan Limited)

1. Invoice - Ensure 100% Correct & Complete Details, otherwise Invoice will be rejected

Check box	Invoice Content	Details	Action
	GST Registration Number	for tax registered vendor	
	Invoice Number	Should be unique	
	Invoice date	Future dated will be rejected	
	Billing address / Invoice To	Wafi Energy Pakistan Limited billing address as indicated in PO	
	Purchase Order Number	As indicated in PO	
	Invoice Currency	As indicated in PO (e.g. PKR in PO = PKR in Invoice)	
	Net Value	Provide a breakdown of Gross, Net and Tax Values	Contact Wafi Energy Pakistan Limited Buyer or Contract Specialist for price mismatched prior to Invoice issuance
	Gross Value		
	Tax Value	Goods and Services with different GST must be identified separately	
	Tax Rate (%)		
	Quantity	Breakdown of Goods or Service supplied and Freight Include: Material number and Unit of measure	Contact Wafi Energy Pakistan Limited Buyer or Contract Specialist for quantity mismatched prior to Invoice issuance
	Item Description		
	Proof of Delivery / Docket / Packing List	Provide any of the listed document	

2. Credit/Debits/adjustment note- Invoice adjustment, cancellation or discounts (should be invoiced separately)

	Credit Note	The word "credit note", "debit note" or others that clearly set out the document is intended as an adjustment.	
		Credit note number should be mentioned along with Credit note date	
		Include the number and date of the original tax invoice quoted with PO number	

		Breakdown of Goods or Service supplied and Freight Include: Material number and Unit of measure	
3. Where to send the invoice?			
	Pervez Khan PGS Mailbox Wafi Energy Pakistan Limited (Formerly known as Shell Pakistan Limited) 6th Choudhary Khaliquzzaman Road, Frere Town, Karachi - P.O. Box No. 3901	For hard copy invoices	