



VMware Global Supplier Invoice Submission Guidelines

All invoices must be submitted directly to Accounts Payable at ap@vmware.com, through [Coupa Supplier Portal](#) (where applicable) or the mailing address indicated on the Purchase Order to ensure proper processing. VMware, Inc. and all of its branches and subsidiaries' payment terms are Net 65 days from the receipt of an accurate and undisputed invoice, unless otherwise agreed.

Required Information on Supplier Invoices:

- Supplier Name
- Supplier Address
- Supplier Invoice Number
- Supplier VAT Number (Non-US)
- Invoice Date
- Invoice Amount and Currency
- VMware VAT number
- VMware Purchase Order Number
- VMware Bill to Name and Address
- VMware Ship to Name and Address
- Material or Services Description (should match the line description on the Purchase Order)
- Quantity
- Unit Price
- Applicable Taxes, Shipping/Freight Charges

Suppliers are required to adhere to local e-invoicing or hard copy invoice requirements in line with local regulations.

Invoices with incorrect or missing information will be returned to the Supplier with an invoice rejection notification explaining the reason for rejection. Once the reason for invoice rejection has been addressed, the Supplier is required to resubmit the invoice to Accounts Payable at ap@vmware.com, through [Coupa Supplier Portal](#) (where applicable) or the mailing address indicated on the Purchase Order for processing.

Reasons for Invoice Rejection:

- Insufficient Funds on the Purchase Order
- Invalid Purchase Order number
- Invoice with multiple Purchase Order numbers
- Incorrect currency
- Invoice billed to incorrect VMware entity
- Supplier not established
- Invalid form of invoice (e.g., proforma invoice, supplier quotes, etc.)
- Invalid VAT number
- Unit Price mismatch
- Quantity mismatch

For any inquiries, please reach out to ap@vmware.com.

VMware Accounts Payable
ap@vmware.com
1-877-486-9273 (Option 6)