



VMware Global Invoice Submission Guidelines

All invoices must be submitted directly to Accounts Payable at ap@vmware.com 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.

*Per country regulations, hard copy invoices are a to be sent to the local office. See here for complete list of the hard copy requirements in Appendix A.

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

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 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 VMware Accounts Payable at ap@vmware.com.

We thank you in advance for your cooperation.

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

All invoices should be submitted electronically to AP@vmware.com and in compliances with local country regulations. List of country e-invoicing and hard copy requirements below:

E-Invoicing Countries – Government approved/issued invoices to be submitted to AP@vmware.com. Additional information required as part of your submission:

Argentina – CAE (Código de Autorización Electrónico) on invoice accepted by the Tax Authority. Invoice must include address where the supplier goods or services has been delivered the service or product.

Brazil – Authorization code on invoice by the Tax Authority. CT-e must also be declared to the SEFAZ

Chile – must be submitted through government platform

Colombia – XML file

Costa Rica – XML file

Italy – must be submitted through government platform

Mexico – must be stamped by a PAC (Authorized Certification Provider) which then forwards the document to the SAT and then returns it to the issuer.

Peru – XML file

Hard Copy Countries – hard copy invoices are required to be sent to the address listed on the Purchase Order.

Egypt

Hong Kong

Japan

Russia

Thailand: It is a mandatory requirement that the company send the original input tax invoices.

Philippines