SUMMARY PO GR/SES

Please fill in the required field(s) using the information that we have sent through the email and attach this document as new requirement to submit an invoice.

|  |  |  |
| --- | --- | --- |
| PO Number: | | |
| NO | Goods Receipt Number (GR) | Service Receipt Number  (SES) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

(\*) If the invoice is **goods**: you just need to fill the PO Number field and GR field(s) using the GR Number that we provide through the GR Notification email.

And if the invoice is **services**: you just need to fill the PO Number field and SES field(s) using the details that we provide through the service receipt form.

(\*\*) Save the document as a PDF file, therefore you can compile this document with another document required.

(\*\*\*) In order to maintain consistency and ensure the reading accuracy of the OCR process (Optical Character Recognition), it is highly suggested not to change the format of this document.