

9 December 2019

Memo

To: All UNICEF Pacific Vendors

Subject: Submission of invoices and payment terms

UNICEF Pacific is in the process of streamlining the payment processing systems and in this regards would like to inform our Vendors of the changes which are being implemented. Kindly note that effective immediately the following processes are being observed by UNICEF Pacific for all invoice processing;

- 1) All invoices from vendors should be sent to the following email address fjifinance@unicef.org
- 2) Invoices must include mandatorily, the following information
 - UNICEF Vendor number (please check with your respective focal point for this number)
 - UNICEF Purchase Order or Contract number for all contract payments
 - Section name you deal with and the focal point/contact person from UNICEF
- 3) If any of the above information is not included in the invoice – this will be returned to the vendor for completion.
- 4) All payments will be made into the vendors bank account within **30 days of receiving** it in the email address provided above as per UNICEF terms and conditions.
- 5) If you have not received the payment upon 30 days of sending it – kindly send an email to follow up on the address provided above.
- 6) UNICEF will send an automated email to the email address registered in the system once the payment is completed.

Should you require any further information in this regard, kindly reach out to your respective focal points within the office and they will be happy to advise.

We take this opportunity to thank you for your collaboration in allowing us to achieve the best for the children of the Pacific.

Endorsed
DEPUTY REPRESENTATIVE
OPERATIONS
UNICEF PACIFIC
SIGNATURE
Devraj Daby

Deputy Representative - Operations