

Nestlé Switzerland invoice requirements

For the full list of Nestlé Entities in scope for e-invoicing with Tungsten Network, please consult the list on the following link: [Entities | Tungsten Network \(tungsten-network.com\)](#)

For detailed steps on how to register with Tungsten Network, connect to Nestlé and start sending invoices please refer to the guides on [Tungsten Network Support](#)

[Quick Nestlé Switzerland Reference Guide](#) to facilitate straight-through invoicing and prompt payment of your invoice:

- **Invoice paper copies** will NOT be accepted after your enrolment on Tungsten Network
- **Vendor Name, Address, VAT reg. number MUST be up to date and match your vendor details on the Nestlé PO**
 - To update your company details in your Tungsten Portal account [How to update your company details? \(site.com\)](#)
 - If your Vendor Name or company details has changed from that on the PO, please contact your Nestlé Buyer to get this updated on the Nestlé systems.
- **Bank details MUST be provided on all invoices**
 - Ensure the bank details in your Tungsten Portal account and your invoices are up to date [How to update your bank details?](#)
 - Nestlé will only make payment to the banking information that is in the Nestlé vendor master record. If changes are required to this information, please contact your Nestlé Buyer to get the record corrected / updated **NOTE: Remittance address or banking information provided on invoices submitted via Tungsten does not constitute notification of change request to Nestlé
 - If you are a domestic supplier using **QR code** for payments you MUST include the QR-IBAN or QR reference code on your invoices. [Switzerland Specifics: QR-IBAN, SCOR and QR reference code](#)
- **PO number MANDATORY** for all invoices
- **Invoice date**
 - No future dating of invoices is allowed
 - Ensure you submit your invoice within 10 days after goods and services are delivered
- **Invoice supporting documentation**
 - When sending an invoice via Tungsten Network you can provide attachments with supporting documentation. To avoid duplications and delays in the the posting of your invoice by Nestlé, do NOT attach a PDF copy of your invoice.
- **Credit notes**
 - Credit Notes must be submitted via Tungsten Network



Good food, Good life