

# Invoice Submission Channels

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Joint UNICEF-UNFPA-WHO Meeting with  
Manufacturers and Suppliers

# Channels through which invoices can be submitted to UNICEF Supply Division

No.	Invoices Submission Channels*	Common observations
1	<b>Via Invoice Submission Portal</b> (preferred channel)	<ul style="list-style-type: none"> <li>Increased transparency and visibility</li> <li>Instant status updates on invoices submitted</li> </ul>
3	by Email via <a href="mailto:sd.aicu@unicef.org">sd.aicu@unicef.org</a>	<ul style="list-style-type: none"> <li>Spam emails</li> <li>Duplication of invoices</li> </ul>
2	by Post  UNICEF Supply Division, Financial Management Centre (FMC), Invoice Certification Unit, Oceanvej 10-12, DK 2150 Copenhagen, Denmark	<p>Longer processing time in:</p> <ul style="list-style-type: none"> <li>Receiving</li> <li>Scanning</li> <li>Corrections</li> </ul>

**\*as per Invoicing Instructions in the Purchase Order**

# Invoice Submission Portal

To gain access to UNICEF SD Invoice Submission Portal, please send a request via email to [sd.aicu@unicef.org](mailto:sd.aicu@unicef.org) , copying a focal point in relevant business unit.

- (a) One (1) original invoice;
- (b) One (1) copy of the packing list;
- (c) For FCA deliveries: proof of delivery (POD) to the freight forwarder (Air Waybill or Forwarder's Certificate of Receipt (FCR)).
- (d) For CPT deliveries: Proof of Delivery (POD) as per PO delivery instructions, which is to be signed by recipient endorsing shipment received.

The name of the pdf file should have the Purchase Order and the Invoice Number references. There should be **no special characters (comma, underscore, underline, dash, etc.)**.

## Invoice Submission Portal (continued)

Name ▾	PO Number ▾	Comment/Instruction ▾	Status ▾	Issue description ▾
451XXXXX INV12345 .pdf	451xxxxx	With credit notes	In-progress	
451XXXXX INV12346.pdf	451xxxxx		Has issues	Quantity Mismatch
680xxxxx 40371.pdf	680xxxxx		Accepted	

**In-progress** : An invoice is well received and is in queue for review and further processing.

**Has issues** : An invoice has issues that need further investigation.

**Accepted** : An invoice is reviewed and submitted for further processing and payment.

# UNICEF Policy and common issues in invoice certification process

## Policy:

### UNICEF Financial and Administrative Policy 5: Cash Disbursements

Validate and Authorize Invoices:

The three-way reconciliation (Purchase Order/Goods Receipt (GR)/Invoice) has been matched without any discrepancies.

## Common issues (FCA Incoterms):

Discrepancies exist between the quantities documented in the Goods Receipt by the Freight forwarder (based on information received from the supplier) and the final invoices sent to UNICEF by the supplier

Key risks: delayed payments as it involves multiple step correction activities (including third-party (freight forwarder) for corrections via Electronic Data Interface (EDI) of the goods receipt as well as inaccurate information as well as budget consumption in UNICEF's books

# Question and feedback time

## Thank you!