

GETTY IMAGES INVOICING REQUIREMENTS

Please include the following information on your invoice to ensure prompt payment. An example of how to comply with each requirement is provided in the sample invoice on the following page.

	Information Required	Description
1	All requests for payment must be in the form of an invoice	Pro-forma invoices, statements, past-due notifications or other documents will not be processed for payment
2	Vendor name and Remit To address	The Vendor name referenced on the invoice must match the Vendor name indicated in the vendor field of the PO if you have been issued one. If the names do not match, please contact purchasing@gettyimages.com
3	Exact name & address of the Getty Images Bill To entity	If you are unsure of the Bill To entity refer to the PO, see the Billing Entities page at www.gettyimagesvendorportal.com or contact accounts.payable@gettyimages.com
4	Attention Field	If you have not been issued a PO, you must reference your Getty Images contact in the Attention field
5	Invoice date	
6	A unique invoice number	Do not submit invoices with duplicate invoice numbers
7	If applicable, the correct PO number	In general, Goods or Services \$25K USD & above require a PO. An invoice must reference only one PO number and the PO must be open.
8	Invoice terms	
9	Description of good and/or services	Detailed description of the goods and/or services that were provided or performed
10	Invoice amount & currency billed	
11	Tax type and % (when applicable)	
12	VAT/GST number (when applicable)	Include "Tax Invoice" in a prominent place (when applicable)

ADDITIONAL INFORMATION

- Visit www.gettyimagesvendorportal.com for detailed invoicing instructions, vendor on-boarding, PO instructions, FAQ's & more
- Invoices must be submitted via email to gettyimagesinvoicecapture@conkursolutions.com as an attachment (PDF or Tiff), and cannot exceed 10MB. Email one invoice at a time, one invoice per attachment. Do not submit invoices in a zip file. Do not send links to retrieve invoices.
- When submitting a Credit Memo, state Credit Memo clearly on the document and reference the invoice number and PO for which the credit memo applies
- Invoice inquiries and statements should be sent to accounts.payable@gettyimages.com
- PO inquiries should be sent to purchasing@gettyimages.com
- To make updates to your vendor file (banking, address, remit email, etc.), email vendordata@gettyimages.com

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Invoice Sample: The below is meant to serve as an **example only**.

1 INVOICE SAMPLE

VENDOR LOGO HERE

VENDOR NAME: ABC Distributing Inc
 VENDOR REMIT ADDRESS: 123 Main Street, Anytown, CA 90019
 VENDOR PHONE: 206-555-1234
 VENDOR EMAIL: AR@abcd.com

BILL TO:
 Getty Images (Seattle), Inc.
 Attention: Getty Employee
 605 5th AVE South, 400
 Seattle, WA 98104

SHIP TO:
 Getty Images (Seattle), Inc.
 605 5th AVE South, 400
 Seattle, WA 98104

5 INVOICE DATE: 1/1/2018	6 INVOICE NUMBER: 111222333	7 PO NUMBER: 415631	8 NET TERMS: NET45
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DESCRIPTION:	QUANTITY:	UNIT PRICE:	LINE TOTAL:
Goods or Services Provided 9	2	50.00	100.00
Goods or Services Provided	3	60.00	180.00
		11 SUBTOTAL:	\$280.00
		Sales Tax 10%:	28.00
		Freight:	10.00
		10 TOTAL USD:	\$318.00

If you have any questions regarding the Notice of Invoicing Requirements, please contact accounts.payable@gettyimages.com