



# Self – Billing guide for suppliers and other Stakeholders

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# 1. Process summary

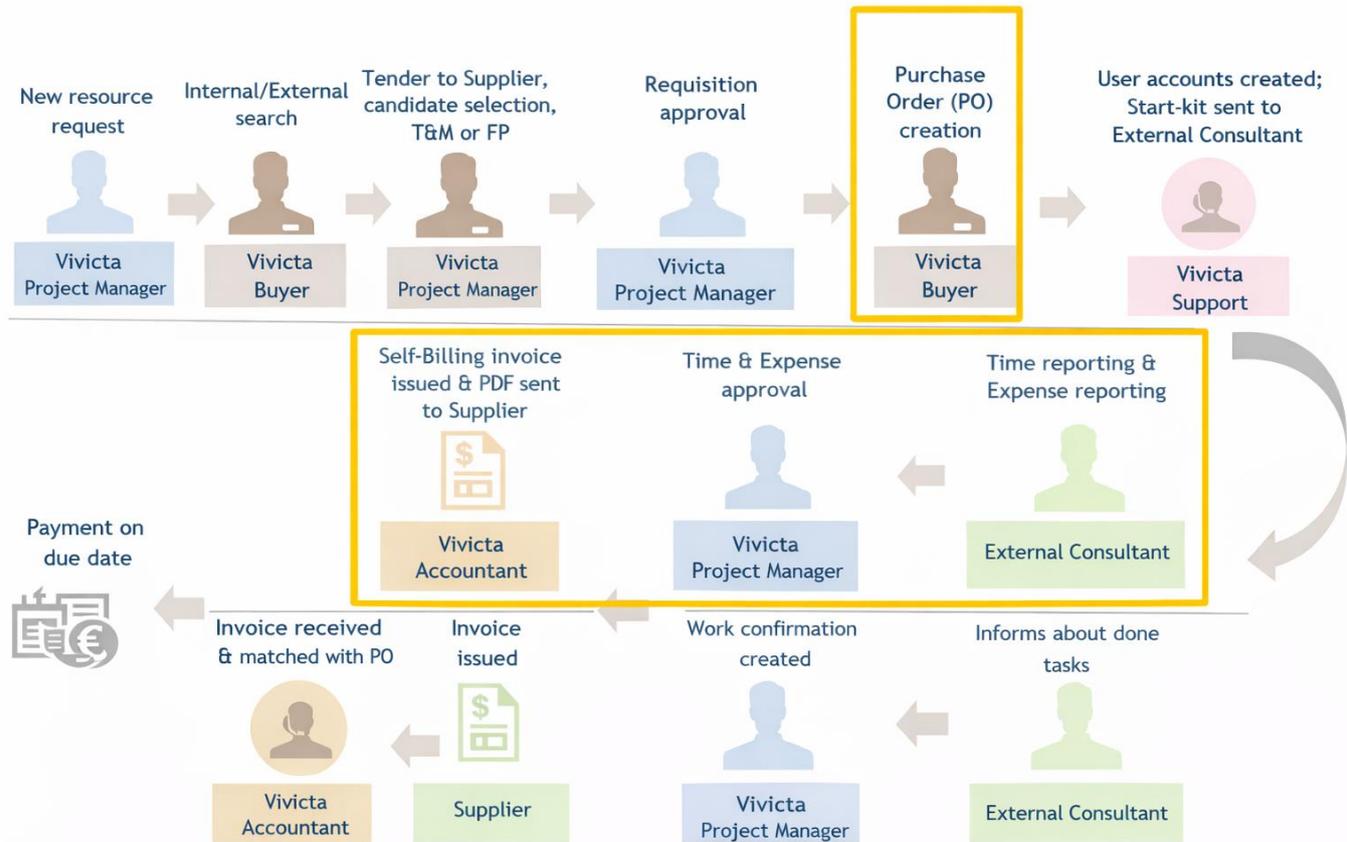
**Vivicta uses Self-Billing** – invoice created by Vivicta on behalf of the supplier – **as the default invoicing method in EU and Norway** (for Norway permit to issue invoice on seller's behalf must be signed, see [Appendix 1](#)) unless otherwise agreed.

To enable self-billing process, there should be Purchase Order (PO) created and time reporting access granted for External consultant in Vivicta's My Time application. If agreed in PO, External consultant also can report travel expenses in My Expenses application.

Based on created PO, reported and approved hours/expenses Vivicta's Accountants twice a month generate self-billing in Vivicta's ERP system on behalf of Supplier and send generated invoice copy to Supplier via email. Invoice is paid according to agreed payment terms.

If Self-Billing cannot be implemented, no-Self-Billing process must be used – supplier issues invoice to Vivicta – one per period & PO, as a mandatory reference stating the Vivicta PO number.

## 2. Process description



### Process step by step:

1. The process starts with new resource request created by Requester in MyProjects tool.
2. Buyer creates PO based on New Requirement and Supplier receives it from system automatically. Order contains:
  - Period of the assignment
  - Estimation of hours and agreed hourly / overtime etc. rates
  - Expense amount
  - Consultant name

**3. Hours must be reported in Vivicta's time reporting system My Time on weekly basis & last working day of the month** and pre-agreed expenses as soon as they have occurred in MyExpenses or by Expense Excel when full access is not used.

- Final deadline for hours submitted in MyTime is the last workday of the month. If there are any problems with time reporting the External consultant should contact Project Manager.
- All submitted hours must be approved or rejected by Vivicta's Project Manager or Project Assistant at the latest on the 1st workday of new month before 11:00 EET. Notification of any actions done by PM or PA is sent to External consultant's Vivicta email. If Vivicta email is not in use and hours are rejected, PM or PA must inform consultant separately.
- Hours reported or approved after deadlines will be included in 2nd mid-month or next month's self-billing invoice.
- **Note!** My Time controls that assignment durations and number of hours are not exceeded; therefore, External consultants will not be able to report time if either assignment is ended or number of hours is exceeded. If there are any issues with reporting, External consultant should contact Vivicta's Project Manager.

**4. Weekly reports in excel format** of reported hours/expenses that have been submitted/approved in MyTime and My Expenses are sent to Supplier via Email.

**5. Reports should be checked and mistakes corrected / missing hours, expenses added, so that the Self-Billing invoice will be correct:**

- If reporting deadlines are not followed, payment to Supplier may be delayed.
- Only approved submitted time and expenses by Vivicta's Project Manager or Project Assistant are paid.

**6. No invoice is sent from Supplier to Vivicta**

**7.** The Self-Billing invoice is created on behalf of the Supplier on 1st workday of new month, based on the receipts on PO and the invoice amount is generated automatically based on the hour price and expense quantity.

**8. Vivicta delivers Self-Billing invoice (PDF + excel report) to Supplier on the 1st working day of the new month** and pays invoice according to agreed payment term.

**9.** Submission of new hours/expenses to previous periods can be made, correction of already Self-Billing is issued during mid-month. Submitted after end-date in case of the current hours is not advisable and can be done only in exceptional cases.

## 3. Suppliers

For proper bookkeeping and invoice numbering, create the invoice in the Supplier's system without sending it, and attach the Self-Billing invoice received from Vivicta.

## 4. Benefits

### Supplier

- **Timely payments** to Supplier affecting directly further External consultant's salary
- **No need to issue invoice** including some specific references, info about hours, attachments etc.
- Supplier receives weekly hours & expense reports and can **notice issues/differences before invoice issuing** allowing to avoid handling sum-mismatch cases, extra communication etc.

### Vivicta Customer

- Since invoice is always issued on 1st working day of the month, External consultant **costs are recognized in the same month** when those appear
- External customer can be **invoiced and revenue recognized in the same month**, improving our results, customer relationship, reducing admin work for Project Managers

### Vivicta Project Manager

- Has full control over External consultant work and **can notice issues/differences** in time reporting immediately and not after Supplier has issued invoice



## 6. Appendix 2 – Self-Billing agreement whenever required

### Permit to issue invoice on Seller’s behalf

We, **xxxxxx (name of company)** (VAT number xxxx), agree to let **xxxxxx (name of Vivicta company)** (VAT number xxxx) **issue invoices on our behalf**, based on registrations our employees have made directly into Vivicta’s time registration application, My Time (Oracle EBS). This permit also applies for invoicing of expenses registered in Vivicta’s application MyExpense (Oracle EBS) or corresponding Expense Excel, when no full network access exists.

Invoices are issued monthly for ongoing projects. Before invoices are issued, a summary of registered hours per employee are sent to **xxxxxxx (company name)** for review and reconciliation. At the same time, an overview of expenses in the same period is sent for review.

If any deviances are found between the overviews received and **xxxxxx’s (company name)** own registration system(s), this will be corrected in the current or next period.

This agreement applies until otherwise is agreed.

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#### For xxxxx (name of company)

Place:

Date:

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#### XXXX (name of Vivicta company)

Place:

Date: