

## Japan Invoicing Options

Applicable to the following Oracle Entities:

Oracle Corporation Japan
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## Oracle Preferred Invoicing Methods

### PDF

Email invoices as a PDF to [SUPPLIER-INVOCING\\_JP@ORACLE.COM](mailto:SUPPLIER-INVOCING_JP@ORACLE.COM).

Create invoices by following the below instructions:

1. Include the respective details on the invoice bill per the Oracle Purchase Order standard.
2. Ensure the invoice includes the Oracle Purchase Order Number.
3. Use system-generated PDF invoice format / text-based PDF files to increase invoice scanning accuracy.
  - a. Invoice layout should be easily readable and include all relevant fields
  - b. Scanned invoice images should have a minimum Dots per Inc (DPI) of 300x300
4. Send one email with one attachment per invoice.

**Note!** Multiple attachments accompanying the PDF invoice, such as supporting documents, are not currently supported. Any invoice requiring support documents should be sent to the **bill to address** of the legal entity.

### Hard Copies

Mail invoices to the billing location based on the Oracle entity below:

Oracle Legal Entity Name	Bill to Address
Oracle Corporation Japan	Oracle Corporation Japan Oracle Aoyama Center 2-5-8, Kita Aoyama, 11 Floor, 13103 Minato-ku, Tokyo 107-0061 Japan

## Questions?

Please contact [p2p-helpdesk\\_ww@oracle.com](mailto:p2p-helpdesk_ww@oracle.com) if you want to know more about how to invoice Oracle.