

APAC Requisition-to-pay / Accounts Payable

Who we are?

APAC Shared Service Center is located, in Manila, Phillipines. The Accounts Payable team at this site handle the Procure to Pay activities for some of Thermo Fisher sites in Asia & Pacific region and support our suppliers.



Invoice Submission		invoices+APAC@thermofisher.coupahost.com
RTP (AP) Inquiries		Invoice Inquiries PO Inquiries

Invoices Minimal Requirements

- Company Header (Name, address)
 - Invoice Number
 - Invoice Date
 - VAT registration number
 - PO Number or Requester Name
- Bill-To Address
 - Remit-to Address
 - Item /service description
 - Total amount
 - Currency

Invoices Submission Guidelines

- Please keep in mind that invoice submission should happen after corresponding supplier account is created in [Coupa Supplier Portal](#)
- This email address is only for invoice intake. Do not use for inquiries as it is not monitored
- For inquiries, please use supplyconnectAPAC@thermofisher.com
- All suppliers must send invoices directly to the email address above and not to individuals
- Only 1 invoice per PDF (only the first invoice is captured if multiple invoices are combined into one PDF)
- Multiple PDF (max 10 pdfs) can be attached to one email (as long as there is 1 pdf per invoice)
- Invoices must include the PO number where required, or Requestor name. Any text written in the subject or body of the email is not seen. Only the data on the PDF invoices is visible
- Alternatively, suppliers may upload invoices directly to the Coupa Supplier Portal, once the supplier is registered

APAC Requisition-To-Pay Services
(Requisition-to-Pay Services / Inquiry Management)

1st Point of contact	Requisition to Pay Services team 1st response SLA: 48 hours	supplyconnectAPAC@thermofisher.com
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