

### **I have received a proforma invoice from the supplier**

As proforma invoice is not an accounting document, it should not be sent for processing.

If a prepayment based on the proforma invoice is required, it should be done via manual payment process.

Submit manual payment request via ServiceNow or email – check your local process documentation or contact P2P team for more details.

Once the payment has been released, the supplier should issue a corresponding VAT invoice.

### **Related articles**

[SKF Manual payments ServiceNow Guidelines 2.1](#)