



Notice to Suppliers

To:	All Suppliers	From:	Finance Department
Date:	May 17, 2024	Subject:	New Invoicing Requirements Under Ease of Paying Taxes (EOPT) Act

To All Suppliers:

The BIR issued **Revenue Regulation (RR) No. 7-2024** dated March 22, 2024 and took effect last April 27, 2024, implementing the new invoicing requirements provided under the **Ease of Paying Taxes Act (EOPT) Act**. Under RR 7-2024, an **“INVOICE”** shall be issued as evidence for **both** sale of goods and sale of services, which shall be the basis of the output tax liability of the seller and the input tax claim of the buyer.

Accordingly, **effective April 27, 2024 and onwards**, the following are the acceptable documents for **sales of services including those sales of goods with services or turnkey contracts**:

A. Loose Leaf Billing Documents for Sales of Services During Transitory Period – Apr 27, 2024 to Dec 31, 2024

- VAT-registered Invoice – e.g.: Sales Invoice, Billing Invoice, Commercial Invoice, Services Invoice & the like provided the term “Invoice” is printed.
- VAT-registered Official Receipt – provided this will be renamed as Invoice by striking the term “Official Receipt” and stamping the term “Invoice”. Please see **Annex A**

B. Loose Leaf Billing Documents for Sales of Services from Jan 1, 2025 and onwards

- VAT-registered Invoice – e.g.: Sales Invoice, Billing Invoice, Commercial Invoice, Services Invoice & the like provided the term “Invoice” is indicated

C. Loose Leaf Proof of Payments for Sales of Services from Apr 27, 2024 and onwards

- Unused Official Receipt (as supplementary document until fully utilized) – provided that the phrase, “This Document is Valid for Claim of Input Tax” shall be replaced with “This Document is **Not Valid** for Claim of Input Tax”. Please see **Annex A**
- Collection Receipt, Acknowledgment Receipt & the like – with the phrase “This Document is **Not Valid** for Claim of Input Tax”.

* Republic Act no. 11976 otherwise known as Ease of Paying Taxes Act

D. System Generated Documents from BIR Approved Computerized Accounting System (CAS) or Computerized Books of Accounts (CBA)

- Existing System Generated Billing Statements/Statement of Accounts and Official Receipts shall be acceptable up to June 30, 2024 or up to BIR-approved extension (Supplier should submit copy of the BIR approval).
- Invoices (valid for input tax claim) and Proof of Receipts (not valid for input tax claim) generated from the BIR approved amended CAS/CBA shall be acceptable from July 1, 2024 or from lapse of the BIR approved extension and onwards.

E. Invoices generated through the use of Cash Register Machines (CRM) and Point-of-Sale (POS) Machines and E-Receipting or Electronic Invoicing Software shall be acceptable from Apr 27, 2024 and onwards. Official Receipt is no longer acceptable.

Further, please see **Annex B** for the required information that should be contained in the Invoices as provided under the regulations. **Non-compliant invoices from suppliers will not be accepted for payment processing.**

Copy of RR no. 7-2024 is attached, for your reference.

For your guidance, this covers the following companies:

- ① **TEC** – TeaM Energy Corporation
- ② **TSC** – TeaM Sual Corporation
- ③ **TPEC** – TeaM (Philippines) Energy Corporation
- ④ **PEC** – Pagbilao Energy Corporation
- ⑤ **TPREC** – TeaM Philippines Renewable Energy Corporation
- ⑥ **TDHC** – TeaM Diamond Holding Corporation
- ⑦ **TPEC HoldCo** – TPEC Holdings Company
- ⑧ **TEFI** – TeaM Energy Foundation, Inc

Thank you very much for your kind cooperation and support on this matter.

Very truly yours,

Finance Department

Converting an Official Receipt to an Invoice

Sample Only

In settlement of the following:	
Billing Invoice No.	Amount
Total Sales (VAT Inclusive)	12,000.00
Less: VAT	1,286.00
Total	10,714.00
Less: SC/PWD Discount	
Total Due	10,714.00
Less: Withholding Tax	214.00
Amount Due	10,500.00
Add: VAT	1,286.00
Total Amount Due	11,786.00
VATable Sales	10,714.00
VAT-Exempt Sales	
Zero Rated Sales	
VAT Amount	1,286.00
Total Sales	12,000.00

Form of Payment:

Cash Check

ABC CORPORATION
76 Dilman, Quezon City
VAT Reg. TIN: 144-424-024-0000

~~OFFICIAL RECEIPT~~ **INVOICE**

DATE 04/27/2024

Received from Team Energy Corporation with TIN 001-726-870-000
and address at 25/F W Fifth Ave. Bldg. 5th Ave. BGC Taguig City engaged in the
business style of Team Energy Corporation, the sum of
Eleven Thousand Seven Hundred Eighty Six pesos
(~~₱11,786.00~~) In partial/full payment for Purchase of services.

By: Jane Doe
Cashier/ Authorized Representative

No. 1001

Printer's Accreditation No. P08051200
Date Issued 08-01-18

THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP.

10 Bkts (3x) 1001-1500
BIR Authority to Print No. 3AU000805222
Date Issued **07-30-19 : Valid until 07-29-2024**
BERTHA PRINTING SERVICES, INC.
Bgy. 789, Quezon City
TIN: 123-456-789-0000

(Note: Conversion of Official Receipt to Invoice shall only be until December 31, 2024)

Official Receipt as Supplementary Document

Sample Only

In settlement of the following:	
Billing Invoice No.	Amount
Total Sales (VAT Inclusive)	12,000.00
Less: VAT	1,286.00
Total	10,714.00
Less: SC/PWD Discount	
Total Due	10,714.00
Less: Withholding Tax	214.00
Amount Due	10,500.00
Add: VAT	1,286.00
Total Amount Due	11,786.00
VATable Sales	10,714.00
VAT-Exempt Sales	
Zero Rated Sales	
VAT Amount	1,286.00
Total Sales	12,000.00

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business style of Team Energy Corporation, the sum of
Eleven Thousand Seven Hundred Eighty Six pesos
(~~₱11,786.00~~) In partial/full payment for Purchase of services.

By: John Doe
Cashier/ Authorized Representative

No. 1001

Printer's Accreditation No. P08051200
Date Issued 08-01-18

~~"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"~~

THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP.

10 Bkts (3x) 1001-1500
BIR Authority to Print No. 3AU000805222
Date Issued **07-30-19 : Valid until 07-29-2024**
BERTHA PRINTING SERVICES, INC.
Bgy. 789, Quezon City
TIN: 123-456-789-0000

The following information must be indicated in the invoice as provided under RR no. 7-2024 implementing the EOPT Act:

- A. **Taxpayer (Seller) Registered Name** as shown in the BIR Certificate of Registration;
- B. At the option of the taxpayer, in addition to its BIR-registered name, the taxpayer may choose to add its **DTI Registered Business Name or Trade Name** in SEC Articles of Incorporation/ Partnership/Certificate of Incorporation of the taxpayer (seller);
- C. A statement that the seller is a **VAT or Non-VAT registered** person followed by the seller's **Taxpayer Identification Number (TIN) and Branch Code** (e.g., VAT Reg. TIN: 123-456-789-00000, Non-VAT Reg. TIN: 987-654-321-00000);
- D. **Registered business address** where invoice shall be used;
- E. The **term Invoice is printed or included** (e.g., Sales, Invoice, Commercial Invoice, Cash Invoice, Charge Invoice, Credit Invoice, Service Invoice or any similar description followed by the word "Invoice");
- F. **Date of transaction**;
- G. **Registered name, registered business address and TIN of the buyer/purchaser**;
- H. **Serial Number** of the document;
- I. **Quantity**;
- J. **Unit cost/price**;
- K. **Description** of the goods or properties or nature of the service;
- L. **Total amount of sale**. If VAT-registered, VAT is included in the total amount;
- M. The **VAT amount** shall be shown as separate item;
- N. If the VAT taxpayer is engaged in **mixed transactions**, the **sales involved shall be broken down** into: VATable Sales, VAT amount, Zero Rated Sales, and VAT Exempt Sales;
- O. If the VAT taxpayer opts to issue **separate invoices** for the VATable sale, exempt and zero-rated components of the sale, the term **"VAT-Exempt Sale"** is written or printed if the sale is exempt from VAT; or term **"Zero-rated Sale"** is written or printed if the sale is subject to zero percent (0%) VAT;
- P. Taxpayers whose transactions are not subject to VAT or percentage tax shall issue Non-VAT Invoice indicating at the face of such invoice the word **"EXEMPT"**;
- Q. If the tax payer is not VAT-registered and is subject to percentage tax under Title V of the Tax Code, but sells goods/services under Section 109 (A) to (CC) except (E) of the same Section, then the Non-VAT Invoice shall indicate the **breakdown of Sales Subject to Percentage Tax (SSPT) and Exempt Sales**;
- R. For **supplementary documents** such as official receipt, delivery receipt, order slips, purchase orders, acknowledgement receipt, collection receipt, credit/debit memo, job orders, and other similar documents, in addition to the above-enumerated applicable information, the phrase **"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"** in bold letters be conspicuously printed at the face of the supplementary document;
- S. The following information shall be printed at the bottom portion of the **manual invoice**:
 - a. ATP Number/Outbound Correspondence Number (OCN), date issued;
 - b. BIR Permit Number (if loose leaf Invoice);
 - c. Approved inclusive serial numbers of Invoice
- T. The following information shall be printed at the top or bottom portion of **the Invoices generated from CRM/POS/Other Similar Machines or Software**:

Top portion:

 - a. Machine Identification Number (MIN);
 - b. Serial Number of the CRM/POS machine (if branded machine) and/or the serial number of the hard disk drive and/or software license number (if cloned machine);
 - c. For reprinting of invoice, the word "Reprint" should be prominently indicated;

Bottom portion:

 - a. BIR Final Permit to Use (PTU) Number

- U. The following information shall be printed at the top or bottom portion of the Invoices of the system-generated from CAS / CBA with Accounting Record and/or its Components and Other Similar System:**

Top portion:

- a. For reprinting of invoice, the word "REPRINT" should be prominently indicated;

Bottom portion:

- a. BIR Permit to Use (PTU) Number or Acknowledgement Certificate Control Number (ACCN);
- b. Series range to be used; and
- c. Date Issued (mm/dd/yyyy)