

	Actions
	Add or update customer code information for “Invoice-to” address changes. Please note: Legal Entity name changes, address changes, and Tax ID changes are not in effect until the Go-Live date.
	Follow Invoicing Requirements and send outstanding invoices to current Dow Legal Entity prior to the Go-Live date to avoid payment delays.
	Review the Purchase Order (PO) instructions and follow the details on the PO. Current PO Items moving to Future Dow Legal Entities can be identified on the supplier website shortly after the Go-Live date.
	When using Service Entry Sheets (SES) , which represents an invoice for Services rendered, work directly with the plant site contact receiving the Service to determine where the SES should be sent. If a SES is sent to Dow's Accounts Payable organization, it will be returned with instructions to send it to the site directly, which could delay payment.

Information:

- Purchase orders issued after the Go-Live date will contain the most current information on the delivery to address, legal entity name and address, invoice-to address, payment terms and delivery terms.
- The purchase order cross reference, ‘xref’, provides the relationship between the current purchase order and the new purchase order created for the updated Dow legal entity. This cross reference will be available shortly after the Go-Live date.
- For payment and purchase order inquiries, please contact the [Procure to Pay Service Desk](#)