



# Continental Automotive China Invoice Instruction

Finance Service Center China

2017

[www.continental-corporation.com](http://www.continental-corporation.com)

FSCC

# Introduction

In order to process invoices efficiently on day-to-day business with Continental China's business partner. Continental Finance Service Center China lists the following invoice instructions.

Please strictly follow this instructions to avoid invoice return and payment delay because of the inconsistency.

- Invoices issuing instructions can be divided into three parts as follows:
  - Fundamental Requirement
  - Consignment Business Requirement
  - Others
  
- **Spirit Plant** :Changchun/Changchun Moonlake/Lianyungang Changchun/Changshu
- **Non Spirit Plant** :Shanghai/Tianjin/Lianyungang/Jinan/Holding/Wuhu/Wuhu Interior

# Fundamental Requirement

- Basic invoice information is required to be listed clearly in the invoice, including
  - **Vendor Bank information**
  - **Purchase order number**
  - **Material number**
  - **Delivery number (DN code)**
  - **Unit price**
  - **Quantity**
  - **Currency**
  - **Total amount**

# Fundamental Requirement

## Example 1:

ITEM	MATERIAL DESCRIPTION	QUANTITY SHIPPED	PRICE USD	UNIT EA	AMOUNT USD
000010	TPSMC36AHE3_A/I 1.5KW, 36V 5%, SMC PAR / A2C4000768300 Commodity Code: 85411000	3,500	6.87 /100		240.45

  

<b>INVOICE NUMBER:</b> 838729946 <b>PURCHASE ORDER:</b> 9060012454 <b>DELIVERY NOTE/OTHER REF:</b> 697378605 <b>SALES ORDER:</b> 30144055		<b>DATE:</b> 2017.08.16 <b>DATE:</b> 2014.05.08 <b>DATE:</b> .12 <b>DATE:</b> .08	<b>PAGE:</b> 1
<b>BILL TO:</b> Continental Automotive (Changchun) Co. Ltd (#702051683) Changchun Econ & Tech Devt Zone 130033 CHANGCHUN CHINA		<b>SOLD TO:</b> Continental Automotive (Changchun) Co. Ltd (#702051683) Changchun Econ & Tech Devt Zone 130033 CHANGCHUN CHINA	
<b>SHIP TO:</b> Continental Automotive (Changchun) Co. Ltd (#702051683) Changchun Econ & Tech Devt Zone 130033 CHANGCHUN CHINA		<b>ORIGIN OF GOODS:</b> China <b>TERMS OF SALE:</b> CIP CHANGCHUN AIRPORT <b>TYPE OF SUPPLY:</b> CREDIT SALE <b>WAYBILL:</b> 4912995902	
<b>TERMS OF PAYMENT:</b> Net 120 Days 2017.12.14			
Payments should be made to the JP Morgan Chase Bank, Singapore favouring VISHAY Intertechnology Asia Pte Ltd., Account No : 151-87502-0 (USD).			

Purchase Order

Delivery Note

Vendor's bank information

Material

Quantity

Unit Price

Currency

Total amount



## Fundamental Requirement

- Invoice title\*(Customer name) is essential information in the invoice which has direct impact on foreign currency payment in China. Please refer to below table and issue invoices to the related business partner within Continental Group.
- Invoice are required to be sent to below public email box appointed by Continental FSCC via attachment (PDF)(English Only) within 5 working days after invoice issuing

Continental Plant Name	Public Email for Invoice ONLY	Remark
Continental Automotive Changchun Co., Ltd.	<a href="mailto:Public.CC@continental-corporation.com">Public.CC@continental-corporation.com</a>	Changchun Plant
Continental Automotive Corporation (LYG) Co., Ltd. Changchun Branch	<a href="mailto:07JDFMPublicLYG-CC@continental-corporation.com">07JDFMPublicLYG-CC@continental-corporation.com</a>	LYG Branch
Continental Automotive Changchun Moon Lake Zone	<a href="mailto:Moonlake.Public@continental-corporation.com">Moonlake.Public@continental-corporation.com</a>	Changchun Moonlake
Continental Automotive System Shanghai Co., Ltd.	<a href="mailto:Public.SH@continental-corporation.com">Public.SH@continental-corporation.com</a>	Shanghai Plant
Continental Automotive Systems (changshu) Co., Ltd.	<a href="mailto:CS.Public@continental-corporation.com">CS.Public@continental-corporation.com</a>	Changshu Plant
Continental Automotive Wuhu Co., Ltd.	<a href="mailto:Public.WH@continental-corporation.com">Public.WH@continental-corporation.com</a>	Wuhu Plant
Continental Automotive Interior (Wuhu) Co., Ltd.	<a href="mailto:07JDFMPublicWHWFOE@continental-corporation.com">07JDFMPublicWHWFOE@continental-corporation.com</a>	Wuhu Interior
Continental Automotive System (Tianjin) Co., Ltd.	<a href="mailto:Public.TJ@continental-corporation.com">Public.TJ@continental-corporation.com</a>	Tianjin Plant
Continental Automotive Holding Co., Ltd.	<a href="mailto:Public.HQ@continental-corporation.com">Public.HQ@continental-corporation.com</a>	Head Office
Continental Automotive Jinan Co., Ltd.	<a href="mailto:Public.JN@continental-corporation.com">Public.JN@continental-corporation.com</a>	Jinan Plant
Continental Automotive System (LYG) Co., Ltd.	<a href="mailto:Public.LYG@continental-corporation.com">Public.LYG@continental-corporation.com</a>	LYG Plant

## Fundamental Requirement

- **The Public email boxes** are only for invoice receiving. Any inquiries or non-invoice documents which are sent to the public mail boxes might be ignored.
- Please ensure your (vendors') company name in the invoices is identical with the company name of your (vendors') bank account.
- The legibility of invoice scan copy is very important
- Any chops or signatures should not overlap any invoice information.
- Please ensure each email **should not contain over 10 PDFs ,and one PDF for one invoice ONLY .**
- **Compressed file is not allowed** as an email attachment

## Consignment Business Requirement

- Please remark material no. and the corresponding **Withdraw No. (start with 49)** or **Aggregation No.(start with 6 or 4)** in the invoice or attached with consumption list. And meanwhile the list of Withdraw No. or Aggregation No. need to be sent to related accountant **via email**.

# Consignment Business Requirement Example 2

Invoice		Date of Issue (yyyy-mm-dd)	Page	Document Number				
<div style="background-color: #4a86e8; height: 80px; width: 100%;"></div>		2017-06-02	1 / 1	730265838				
		Invoice From 670692	Ship From 264021	Tariff Heading See below				
		VAT Number NL856469397B01		Order number See below				
<b>Ship to address 264022</b> CONTINENTAL AUTOMOTIVE CORPORATION (LIANYUNGANG) CO., LTD. CHANGCHUN BRANCH 5800 SHENGTAI STREET 130117 CHANGCHUN CHINA		<b>Invoice to address 998482</b> Continental Automotive Corporation (LianYunGang) Co., Ltd. CHANGCHUN BRANCH 5800 SHENGTAI STREET 130117 CHANGCHUN CHINA						
<b>Mode of Transport</b>		Customer's Reference See below	Vendor 9132901					
		Country of Origin See below	Country of Destination China					
<b>Sold to address 264023</b> CONTINENTAL AUTOMOTIVE CORPORATION (LIANYUNGANG) CO., LTD. CHANGCHUN BRANCH 5800 SHENGTAI STREET 130117 CHANGCHUN CHINA		<b>Terms of Delivery and Payment</b> DAP CHANGCHUN Payment to be received within 120 days after the date of the invoice						
<div style="background-color: #f4a460; padding: 10px; display: inline-block; border-radius: 10px;">Withdraw No.</div>								
Item	Article - typenumber / description	Trademark	Dimensions Nexperia	Net	Quantity	Price per	Currency USD	Amount
001	Customer Order Number Customer Part Number Nexperia Order Number Nexperia Material Number Material Description Net Weight(g) H.S. Code Country of Origin		492450253855 / 1	Net	2500	X Per 10.3000 100		257.50
Tax base amount		0.00 %	257.50		Total items Sales Tax	0.00 %		257.50 0.00
Total amount USD								257.50



# Consignment Business Requirement

## Example 3

Invoice		Date of Issue (yyyy-mm-dd)	Page	Document Number				
<div style="background-color: blue; width: 100%; height: 40px;"></div>		2017-08-16	1 / 2	719254207				
		Invoice From	Ship From	Tariff Heading				
		670692	264021	See below				
		VAT Number	Order number					
		NL800009782B01	See below					
Ship to address 264022 CONTINENTAL AUTOMOTIVE CORPORATION (LIANYUNGANG) CO., LTD. CHANGCHUN BRANCH 5800 SHENGTAI STREET 130117 CHANGCHUN CHINA		Invoice to address 998482 CONTINENTAL AUTOMOTIVE CORPORATION (LIANYUNGANG) CO., LTD. CHANGCHUN BRANCH 5800 SHENGTAI STREET 130117 CHANGCHUN CHINA						
		Customer's Reference	Vendor					
		See below	702009122					
		Country of Origin	Country of Destination					
		See below	China					
Mode of Transport		Terms of Delivery and Payment						
		DAP CHANGCHUN Payment to be received within 120 days after the date of the invoice						
Sold to address 264023 CONTINENTAL AUTOMOTIVE CORPORATION (LIANYUNGANG) CO., LTD. CHANGCHUN BRANCH 5800 SHENGTAI STREET 130117 CHANGCHUN CHINA		<div style="background-color: orange; padding: 10px; display: inline-block;">Aggregation No.</div>						
Item	Article-/typenumber/description	Trademark	Dimensions	Net	Quantity	Price per	Currency	Amount
001	Customer Order Number		NXP	Net			USD	
	Customer Part Number		410030102017 / 1					
	NXP Order Number		A2C0006193100					
	NXP Material Number		26609475 / 000010					
	Material Description		935295734118 TJA1051T/3/CM					
	Net Weight(g)		MONO TRANSCEIVER IC					
	H.S. Code		1226.56					
	Country of Origin		854239					
	9050030017		Thailand					
					17500	X	11.7700	2059.75
						Per	100	

## Others

- **Maximum 10 items** are preferred to be issued in one invoice to avoid the whole invoice block because of single material's long processing time (**only applicable to non-consignment invoice**).
- Please attach per file **only one invoice**. One email should include no more than 10 attachment files.(Our public mail box size: total no more than 10M attachment per mail.)
- Please print the date as this format: **YYYY/MM/DD** or **YYYY-MM-DD**, expressed as Arab Number to ensure the readability.
- If the invoice had advance payment before, please mark **“Advance Payment”** in this invoice.
- **Don't** issue production material and Non production material in one invoice.

**Thank you**  
for your attention!