



Standard Invoice Requirement For Foreign Suppliers

Soft copy invoices must be sent to the following invoice reception mailboxes:

Temic Automotive Phils. Inc.	611_tapi_invoice.au_ml_fa@continental-corporation.com
Continental Temic Electronics Phils. Inc	614_ctepi_invoice.au_ml_fa@continental-corporation.com
CAC Phils Inc.	448_cac_invoice.au_ml_fa@continental-corporation.com

Note: For your strict compliance when sending invoices, if you fail to meet the requirements our system will not accept nor process the invoice sent to the reception mailbox.

- PDF Format only without password
- Invoice only, remove other attachment (i.e. excel, shipping details etc)
- 1 invoice in 1 PDF file
- 1 PDF file attachment in 1 email

For the invoice to be valid, please take note of the following:

1. Vendor code should be typewritten in the invoice; Avoid details handwritten.
2. Specify the following information clearly:
 - Invoice date with format YYYY/MM/DD
 - Quantity
 - Unit price, amount and currency
 - Bank information if available
 - Purchase order number (for PO Based Invoices)
 - Material number (for PO Based Invoices)
 - Delivery note/receipt number
3. Invoice billing address should be the same with issued purchase order (PO).
4. Details in the invoice should not be overlapped by any stamps or signatures if possible.