



Standard Invoice Requirement For Local Suppliers

Original hard copy of invoices must be sent to below address:

**Finance Service Center Philippines
Temic Automotive Phils. Inc
Bagsakan Road, FTI Special Economic Zone
Taguig City 1630, Manila
Phone: +63 02 567 6500**

Note: For timely processing, invoices should be sent to us within 7 days from invoice date and should not include VAT, unless agreed.

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.