



**CONTINENTAL AUTOMOTIVE SYSTEMS S.R.L.**

Address: Str. Salzburg, Nr. 8, 550018, Sibiu, Romania  
Fax: +40-369-433-109  
VAT ID: RO17679640

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**1. Introduction**

In order to process invoices efficiently on day-to-day business with Continental Automotive Systems Sibiu SRL, the Accounting Payable department lists the following instructions.  
Please accord high importance to these requirements in order to avoid payment delays.

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**2. Information letter**

Dear Partner

We hereby inform you that our company is currently using a system for electronic invoices processing. Therefore, we kindly ask you to send all the invoices, exception consignment invoices, issued to **Continental Automotive Systems SRL SIBIU**, at the following e-mail address:

**[Invoice\\_Cas\\_Sibiu.07\\_RO\\_FA@continental-corporation.com](mailto:Invoice_Cas_Sibiu.07_RO_FA@continental-corporation.com)**

The e-mail sent to our company with the invoices must meet the following information:

1. **Subject** of the e-mail must contains one of the following words: Factura, Invoice, Rechnung, Credit note, Gutschrift, Debit note
2. The invoice must be in **PDF format**
3. In one PDF file must be only **one invoice**
4. One email must contain **one attachment** (one invoice)
5. The invoices should be issued only **for one purchase order number with one delivery note**. If one purchase order contains more delivery notes, than for each delivery note should be issued a different invoice
6. In case of service invoices the service report should be also attached together in the same attachment as the invoice with the following order: invoice first followed by service report.

Only original invoices created directly by your NRP system must be sent to the corresponding e-mail address. Invoices should be in original (no "copy" mentioned on invoice). No printing and subsequent scanning.

Do not send advertising, reminders, delivery notes, order confirmations or anything like this. For all these please use the following e-mail address:

**[Cas\\_Sibiu.Payables@continental-corporation.com](mailto:Cas_Sibiu.Payables@continental-corporation.com)**

**Please make sure that the e-mail meets the upper rules. If not, your invoices can not be booked in the system and this could affect the payment of these invoices.**

Should you have any questions, do not hesitate to contact us.

Best regards,

Anca Zarnescu

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Accounting Manager

Continental Automotive Systems SRL – Sibiu

**3. Basic invoice information** is required to be listed clearly on the invoice, including

- Complete Legal Entity Name (both supplier and customer)
- Vendor Bank information
- Invoice number
- Date format: YYYY/MM/DD or DD/MM/YYYY  
-only numeric date is accepted (ex. Of not accepted format: 01-IAN-2016 or Dec. 9<sup>th</sup>, 2015)
- Purchase order number (starting with 41, 43, 44, 45, 48 or 61)  
-standard place for the Purchase order
- Continental Material number if case
- Delivery number (DN code)
- Unit price
- Quantity
- Currency
- Service report if case

It is required to have a standard invoice format. All information on the invoice must be typed, handwritten invoices will be rejected.

Any chops and signatures should not overlap any invoice information.

**Please consider that the invoices which don't follow these specifications will be rejected for payment !**