

**CONTINENTAL POWERTRAIN ROMANIA S.R.L.**

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Fiscal code: RO29600097

Ghimbav, October 1<sup>st</sup> 2014

**Change of booking invoices system**

Dear Madam/ Dear Sir

We hereby inform you that starting with October 2014, we are implementing a new system for invoices processing. Therefore, we kindly ask you to send all the invoices issued to **Continental Powertrain Romania SRL** at the following e-mail address:

[Invoice\\_CPR\\_Brasov.07\\_RO\\_FA@continental-corporation.com](mailto:Invoice_CPR_Brasov.07_RO_FA@continental-corporation.com)

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

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 should contain **one attachment** (one invoice)

Must be sent only original invoices created directly by your ERP system to the corresponding e-mail. Invoices should be in original (no "copy" mentioned on invoice). No printing and subsequent scanning. No advertising, reminders, delivery notes, order confirmations or anything like this (for all these please use the responsible person address, the same used as until now) should be sent to the corresponding e-mail.

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,

Manuela Aghiana

Administrator

