



## Invoice submission requirements

Dear Supplier,

In order to facilitate timely posting & payment processing, please ensure your invoices contain the following information:

- Correct Legal Entity bill-to name (Continental Tire the Americas)
- Ship-to address
- Unique Invoice Number
- Invoice Date
- Clearly stated invoice subtotal, tax, freight, and grand total amount (taxes and freight should be on separate lines)
- Supplier Tax ID#
- Continental Purchase Order# or Continental contact name

Body of invoice must contain the following:

- Description of goods/services delivered
- Quantity shipped
- Price per unit
- Total price for each item being invoiced

Be sure to include any applicable back-up documents, such as delivery notes, Bill of Lading, etc with invoice, to substantiate delivery of products/services to Continental.

### **Invoice mail to address:**

CTA- AP or Freight Payables (3<sup>rd</sup> party inbound freight invoices)

PO Box 3010

Fort Mill, SC 29716

Thank you,

Accounts Payable Team