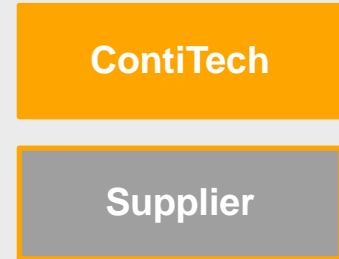


Procurement and Payment Process

ContiTech

Request for Quote	<ul style="list-style-type: none">• ContiTech operating department requires service or goods• A request for quote is issued to the supplier
Supplier Quote	<ul style="list-style-type: none">• Supplier provides quote• Including the delivery date
Purchase Order	<ul style="list-style-type: none">• ContiTech reviews and negotiates commercial conditions.• Upon final decision a revised quote is to be submitted and PO is issued subsequently.
Order Confirmation	<ul style="list-style-type: none">• Supplier acknowledges the PO – price, delivery and payment
Proof of Delivery / Service Completion	<ul style="list-style-type: none">• Supplier delivers to the appropriate address and gate (e.g. Door K) as stated in the PO with delivery note indicating the reference PO number.• Supplier informs of upcoming deliveries to Door_K@contitech.net.au 1-2 days in advance.
Goods Confirmation	<ul style="list-style-type: none">• Proof of delivery document signed by ContiTech Requester/ Receiving
Invoice Submission	<ul style="list-style-type: none">• Invoice with PO number and proof of delivery is submitted to Accounts Payable department
Invoice Payment	<ul style="list-style-type: none">• Accounts Payable processes the invoice and provides a payment notification

Responsible:



If services or goods are provided without a purchase order (PO) number and proof of delivery document, delays will occur with processing and payment of invoices.

Invoice Submission Guidelines:

What is required when submitting and invoice to ensure on time payment?

- ❖ All invoices must be received by ContiTech's Accounts Payable Department within 15 days from the goods receipt or service date to be processed for payment. All invoices must be submitted to ap_aus@continental.com
- ❖ Payment of any invoice will be made in accordance with the agreed terms of payment as stipulated on the PO.
- ❖ Credit Notes must reference the Invoice number or PO number
- ❖ If the supplier do not have a PO reference number, please contact the requester for a PO number.
- ❖ All invoices submitted to the ContiTech's Accounts Payable Department must also have a copy of the proof of delivery document for the goods or service accepted by the ContiTech requester.
- ❖ Failure to adhere to the above mentioned guidelines will put your invoice in to our "out-of-policy" invoice processing and result in payment delays.
- ❖ Send the original shipping documents with the invoice.

Shipping Documents:

- ❖ Inform upcoming deliveries to Door_K@contitech.net.au 1-2 days in advance.
- ❖ Copy of Certificate of analysis (COA), containers stuffing list, packing list, country of origin, and packaging declaration.
- ❖ Bill of Lading/ Express Release or Surrendered

INVOICE must contain the correct and complete details:

1. Invoice number with **reference to a PO number**
2. Date of the invoice
3. ContiTech legal entity name
4. Invoice Due Date
5. Bill to: correct name and address of the ContiTech entity
6. Ship to: delivery address (in case of goods)
7. Date of supply for the goods or services
8. Correct ABN of the ContiTech entity
9. Purchase order payment terms
10. Description, quantity, price and currency of goods or services invoiced must be the same as stated in the PO
11. Price per item exclusive of GST
12. Amount of GST
13. Total amount including GST
14. Bill of Lading (if applicable)