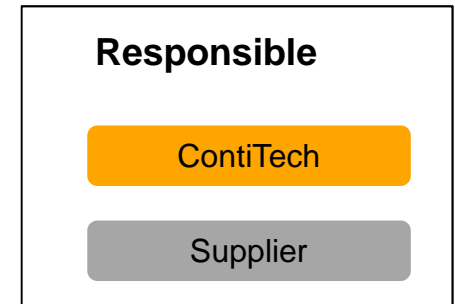
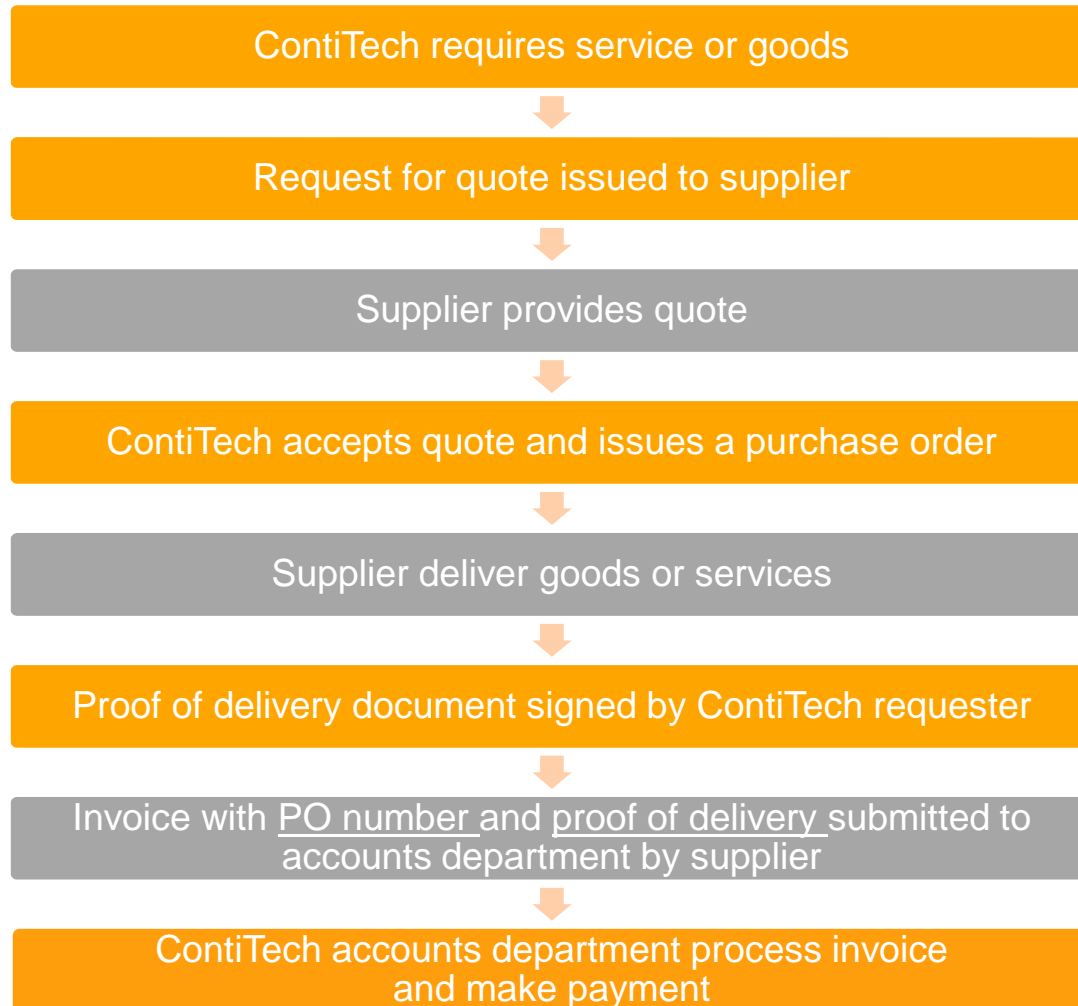


# ContiTech Procurement and Payment process

ContiTech



**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 guidelines:

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

#### The invoice submitted to ContiTech must always

1. Have a PO number as reference.
2. Each invoice must contain full and correct ContiTech legal entity name and address as stated on your PO.
3. The invoice date and invoice number must be on the invoice
4. All invoices must be received at ContiTech's Accounts Payable Department within one month from the goods receipt or service date to be processed for payment.
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 VAT number for the ContiTech entity

# What is required when submitting and invoice?

ContiTech

9. Date of the invoice
10. Purchase Order Payment Terms
11. Description of goods or services invoiced
12. Total amount excluding VAT
13. Total amount of VAT
14. Price per item excluding VAT
15. Quantity of each type of item invoiced (as stated on PO or quote)
16. Invoicing currency
17. For invoices with PO, vendors should clearly indicate in the invoice line which PO line they are invoicing.
18. Payment of any invoice will be made in accordance with the agreed terms of payment as stipulated on the PO.

# What is required when submitting and invoice?

ContiTech

17. ContiTech has two payment runs executed on the 1<sup>st</sup> and 15<sup>th</sup> working day of the month.
18. Credit Notes must reference the invoice number or PO number
19. If the supplier do not have a PO reference number, please contact the requester for a PO number. If the type of service is for a permitted non-PO then please reference the requester's e-mail address in place of the PO number on the invoice.
20. 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.
21. Failure to adhere to the above mentioned guidelines will result in invoice, processing and payment delays.