

March 21, 2019

E-mail invoicing process

Aptiv Services

Introduction of the new process

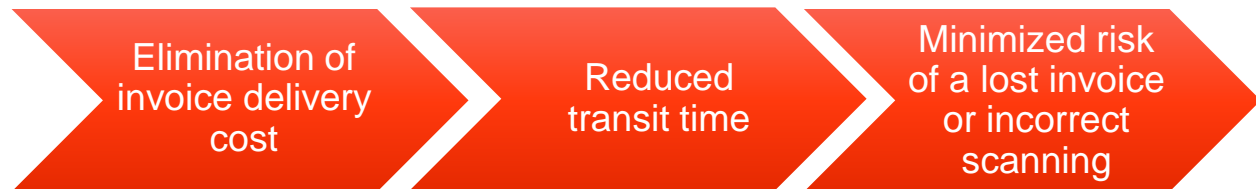
We are pleased to introduce a new e-mail invoicing solution for Aptiv suppliers which will improve quality of our invoice handling process.

E-mail Invoicing is an electronic transfer of invoicing documents via e-mail between business partners which replaces the delivery of physical documents.

Our new E-mail Invoicing process requires our suppliers to deliver invoicing documents via e-mail to the appropriate scanning mailbox and the invoices are automatically uploaded to the invoice processing system.

Every supplier willing to start electronic invoices will have to sign an agreement with Aptiv Services S.A. and will have to comply with the process requirements.

MAIN ADVANTAGES



Requirements for the suppliers

The supplier is responsible for ensuring that the invoice fulfills legal requirements.

Additionally the supplier has to comply with below requirements while sending an invoice via e-mail to ensure that the document will be processed correctly.

REQUIREMENTS FOR THE E-MAIL		
No.	Requirement	Description
1	PDF document format	Attachment should be in PDF format only. Other document formats will not be accepted.
2	One attachment per e-mail	There should be no more than one attachment in each e-mail received from a supplier.
3	One document per attachment	There should be only one document (an invoice or a credit note) in every attachment.
4	No more than 4MB	Attachment size is limited to 4 MB. Bigger files will not be accepted.
5	No e-mail content	The e-mail content should be absolutely blank.
Recommendation		
6	E-mail subject and attachment name	E-mail subject and attachment name should be the invoice number.

Mailboxes

The supplier has to always send the invoices into appropriate generic mailbox, otherwise it may cause a delay in the payment.

List of email boxes for particular Aptiv sites will be provided after signing of e-invoicing agreement.

The e-mail invoicing agreement has to be signed and sent to:

e-scanning@aptiv.com

In case of any questions in relation to E-mail invoicing, please contact us at:

e-scanning@aptiv.com

Thank you