

Aptiv (Advanced Safety & User Experience) Supplier Payment Instructions

Enclosed is a guide to be used for inquiry regarding payment from **Aptiv (Advanced Safety & User Experience)**. It is intended to be a ready reference of the process flow for payment inquiry.

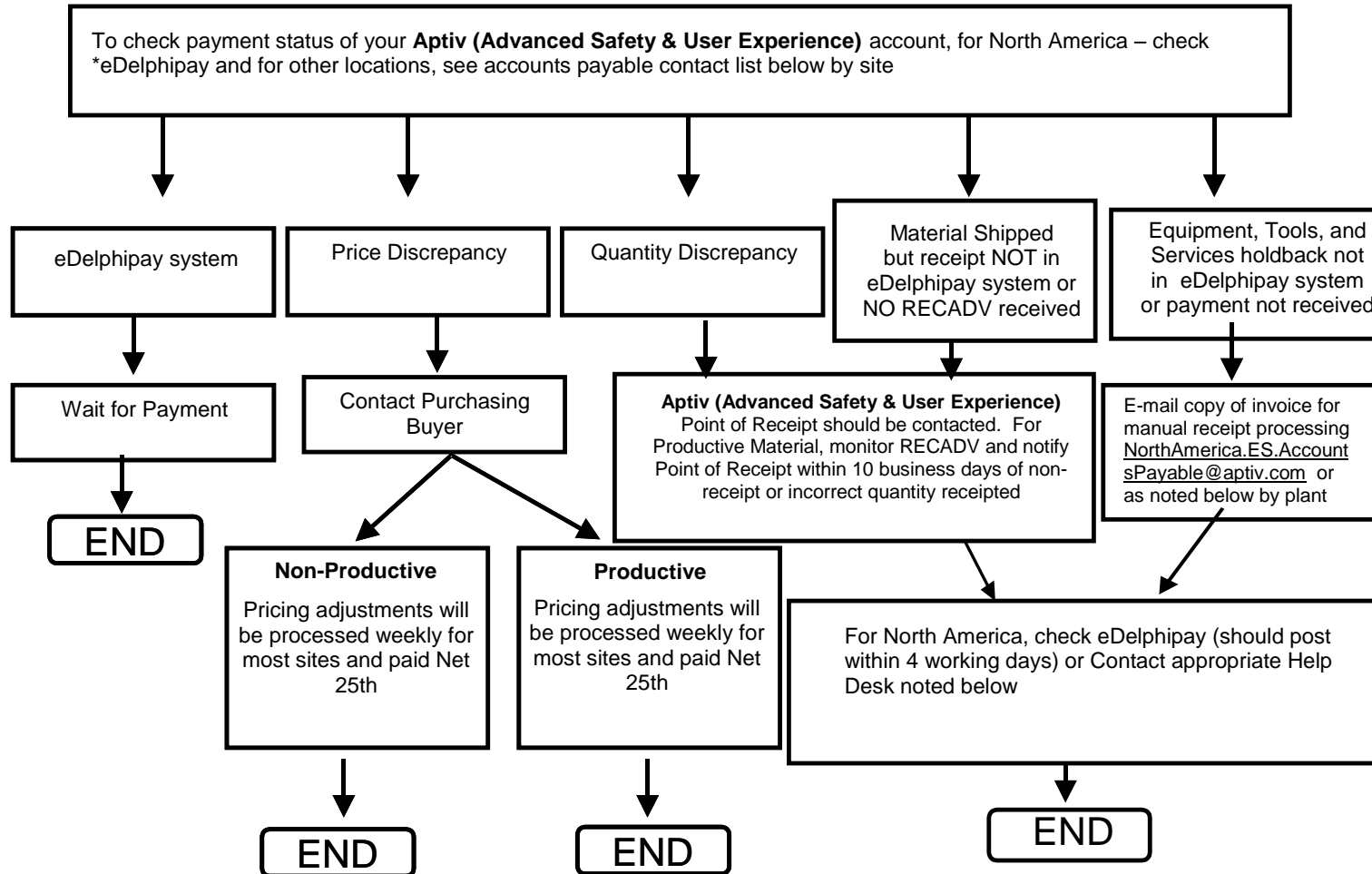
It is expected that all suppliers will follow the process and must contact the Accounts Payable Helpdesk noted below or for North America utilize the **eDelhipay** application on Covisint website prior to contacting Aptiv E&S personnel from either Production Control or Supply Management.

Please be sure to contact the appropriate function within **Aptiv (Advanced Safety & User Experience)** per the process flow provided. This will help ensure prompt resolution of payment issues.

Please note that suppliers will be asked by **Aptiv (Advanced Safety & User Experience)** personnel, if the supplier has contacted the Accounts Payable Helpdesk and to provide the ticket number (if applicable). For North America locations, the suppliers may also utilize the **eDelhipay** application concerning the supplier's payment issue.

Problem	Resolution
<ul style="list-style-type: none"> • Piece Price discrepancy – refer to remittance advice and compare to Requirements Contracts or Purchase Order. The supplier should be reviewing Requirements Contracts or Purchase Order to ensure piece price is correct. 	Contact the Aptiv (Advanced Safety & User Experience) Supply Chain Management Buyer as listed on Requirements Contracts or Purchase Order.
<ul style="list-style-type: none"> • Quantity discrepancy – refer to remittance advice and the RECADV 	Aptiv (Advanced Safety & User Experience) Point of Receipt must be contacted. For productive material contact should occur within 10 business days of receipt of RECADV quantity discrepancies or if no RECADV is received for a shipment within 10 days
Material shipped, payment not received per payment term on Purchasing Document – NOTE: Aptiv (Advanced Safety & User Experience) is a Pay on Receipt Customer – the clock for the payment starts on receipt at Aptiv's Dock not on a supplier's shipment date.	Aptiv (Advanced Safety & User Experience) Point of Receipt must be contacted. Proof of Delivery is Required.
Holdback payment for equipment, tools and services not received.	E-Mail a copy of the invoice to manual receipt processing per the list below by site
Services and tooling invoices not in the system.	E-Mail a copy of the invoice to manual receipt processing per the list below by site

For Payment Inquiries:



Instructions for eDelhipay Access:

* For North America Payments, you can now view payment status on-line using e*DELPHIPAY. For new users, the registration instructions are at <http://delphi.covisint.com> under the Registration tab. Please contact the **Aptiv (Advanced Safety & User Experience) Help Desk** at 877-7DELPHI for any technical questions. If you would like to set up EDI 820 transmissions, you can contact GXs via phone at 1-877-733-5744 (U.S. toll free) or **1-915-774-6599 (Global access)** e-mail at delphi.epayments@gxs.com

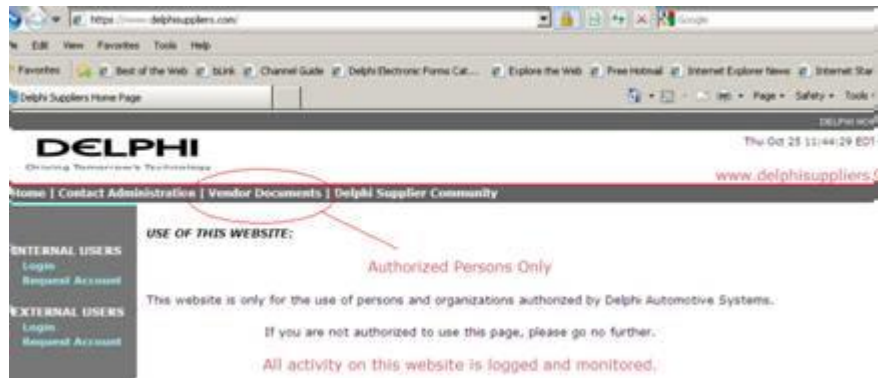
Aptiv (Advanced Safety & User Experience) Receiving and Escalation Contact list:

This list should be utilized for physical items that have quantity discrepancies or missing receipts.

This website does not require any type of ID/Password to view Vendor Documents.

www.delphisuppliers.com

- 1) Click on Vendor Documents:
- 2) Click on Delphi Electronics & Safety
- 3) Click on Receiving and Payment Escalation Contacts



2.

The screenshot shows a web browser window displaying the Delphi Supplier Documents page. The browser's address bar shows the URL https://www.delphisuppliers.com/vendor_documents/. The page features the Delphi logo and the tagline "Driving Tomorrow's Technology". A navigation bar includes links for Home, Contact Administration, Vendor Documents, and Delphi Supplier Community. A sidebar on the left lists various Delphi divisions: Corporate, Electronics & Safety, Powertrain Systems, Thermal Systems, and Product & Service Solutions. The main content area is titled "Delphi Chapter 11 Reorganization Questions may be directed to 866-688-8679" and "Document Information". It provides instructions on how to download documents, such as using "Save Link As..." for Netscape Navigator and "Save Target As..." for Microsoft Internet Explorer. A link for "Website User Instructions" is also present.

3.

The screenshot shows the same Delphi Supplier Documents website, but with the "Delphi Electronics & Safety Documents" section selected. The sidebar on the left has "Delphi Electronics & Safety" highlighted. The main content area displays a list of documents:

- Carrier Manual
[DE_REF_567.016.zip \(32K Winzip MS Word document\)](#)
- North American SAP Supplier Payment Process
[NA_SAP_Payment_Instructions.zip](#)
- Receiving and Payment Escalation Contacts**
- Web Site with Component Engineering documents
- SAP Supplier Training
- Supplier Instructions for Submitting PPAP Packages to Delphi E&S
[Submitting PPAP Instructions_Apr_21_2010.pdf](#)
- IMDS Submission Instructions for Suppliers
[IMDS letter_May_3.pdf](#)
- Delphi E&S Direct Supplier Cancellation Claim Request Training
[Supplier Cancellation Presentation 06-25-12.zip](#)
[DE_WI_FOR_406.05.016_07-01-12.zip](#)
- Delphi Electronics & Safety Non-Automotive Part Submission Form
[Non-Automotive Part Submission Form.zip](#)

Escalation contact for Accounts Payable by site:

(You may obtain a statement of account by contacting emails noted below by site)

<u>Country</u>		<u>Helpdesk Phone number</u>	<u>Accounts Payable Helpdesk e-mail address</u>
France	All suppliers for all locations	+48 12 252 14 14	AP.Tremblay.Fr.Delphi.Genpact@delphi.com AP.Cergy.Delphi.Genpact@delphi.com AP.Blois.Fr.Delphi.Genpact@delphi.com AP.France.TE.Delphi.Genpact@delphi.com
Germany	Nuremberg	+48 12 252 2293	ap.helpdesk.ge.delphi.genpact@delphi.com
	All Other Aptiv (Advanced Safety & User Experience) Locations, except Nuremberg	+48 12 252 2293	AP.Helpdesk.GE.Delphi.Genpact@delphi.com
Macedonia			viktorija.miloshevska@aptiv.com branko.jovanovik@aptiv.com
Hungary	Szombathely Aptiv (Advanced Safety & User Experience)	+48 12 252 1963	ap.hu.szombathely.delphi.genpact@delphi.com
Mexico	US Number	+1 915 225 2850	CdJuarez.DelphiAAccountsPayable.Helpdesk@delphi.com
	Mexico Number (Indirect Material)	+52 656 257 1410	CdJuarez.DelphiAAccountsPayable.Helpdesk@delphi.com
Poland		+48 12 252 2295	ap.helpdesk.poland.delphi.genpact@delphi.com
Portugal	Braga	+48 12 252 1960	AP.Braga.Portugal.Delphi.Genpact@delphi.com
UK	DAS	+44 289 095 4800	aphelpdesk_uk.delphigenpact@delphi.com
United States	Including Direct Material for Mexico Plants	+1 888 856 6679 option1	juarez.delphia.helpdesktieriusacctspay@delphi.com
Singapore	Payment for Direct/Indirect Material		ap.aptiv.singapore@aptiv.com
Suzhou, China	Payment for Direct/Indirect Material	+86 400 862 8810	china.ap.helpdesk@delphi.com
China Technical Center	Payment of Indirect Material	+86 400 862 8810	china.ap.helpdesk@delphi.com
Chennai, India	Payment for Direct/Indirect Material	+91 (44) 33251505	chakravarthi.s@delphi.com
Technical Center India	Payment of Indirect Material for Bangalore	+91 (080) 30777448	bhargav.b.m@delphi.com

Site	Name and Address to Appear on Invoice	Physical Item Invoices	Non-Physical Item Invoices
Singapore-DD22	Aptiv Safety & Mobility Services Singapore PTE LTD 501 Ang Mo Kio Industrial Park 1 Singapore 569621	<p>Soft Copy invoices – Allowed</p> <p>Possible only after signing an e-mail invoicing agreement. To obtain a draft of the required agreement, please contact us at e-scanning@Delphi.com (please do not use this e-mail address for delivering your invoices).</p> <p>Hard copy invoices – Aptiv Safety & Mobility Services Singapore PTE LTD AT Aptiv Services Poland S.A. ENTERPRISE PARK AI. POWSTANCOW WIELKOPOLSKICH 13D 30 - 707 KRAKOW POLAND</p>	<p>Soft Copy invoices – Allowed</p> <p>(tooling/services)</p> <p>Possible only after signing an e-mail invoicing agreement. To obtain a draft of the required agreement, please contact us at e-scanning@Delphi.com (please do not use this e-mail address for delivering your invoices).</p> <p>Hard copy invoices – Aptiv Safety & Mobility Services Singapore PTE LTD AT Aptiv Services Poland S.A. ENTERPRISE PARK AI. POWSTANCOW WIELKOPOLSKICH 13D 30 - 707 KRAKOW POLAND</p>
Sinagppore-DD43 (DELPHI PT - DD43 Contract Mfg SG)	Delphi Singapore Holdings Pte Ltd. 501 ANG MO KIO INDUSTRIAL PARK 1 OFF ANG MO KIO AVE 10 SINGAPORE 569621	<p>Soft Copy invoices – Allowed</p> <p>Possible only after signing an e-mail invoicing agreement. To obtain a draft of the required agreement, please contact us at e-scanning@Delphi.com (please do not use this e-mail address for delivering your invoices).</p> <p>Hard copy invoices – DELPHI SINGAPORE HOLDINGS PTE LTD AT DELPHI POLAND SA ENTERPRISE PARK AI. POWSTANCOW WIELKOPOLSKICH 13D 30 - 707 KRAKOW POLAND</p>	<p>Tooling/Service Soft Copy invoices – Allowed</p> <p>Possible only after signing an e-mail invoicing agreement. To obtain a draft of the required agreement, please contact us at e-scanning@Delphi.com (please do not use this e-mail address for delivering your invoices).</p> <p>Hard copy invoices – DELPHI SINGAPORE HOLDINGS PTE LTD AT DELPHI POLAND SA ENTERPRISE PARK AI. POWSTANCOW WIELKOPOLSKICH 13D 30 - 707 KRAKOW POLAND</p>
Suzhou-DAT3	Aptiv Electronics (Suzhou) Co., Ltd NO 123, Chang Yang	<p>Soft Copy invoices – Allowed</p>	<p>Soft Copy invoices – Allowed</p>

	Street Suzhou- Jiangsu Province 100 CN 215126	china.scanning.kodaksc@aptiv.com Hard copy invoices – Genpact Building block 9, No.1 Jinjie Road, Huaqiao Economic Development Zone, Kunshan, Jiangsu Province, 215332, CHINA	china.scanning.kodaksc@aptiv.com Hard copy invoices – Genpact Building block 9, No.1 Jinjie Road, Huaqiao Economic Development Zone, Kunshan, Jiangsu Province, 215332, CHINA
Suzhou-DAT7 (DELPHI PT - DAT7 Contract Mfg Suzhou)	Delphi Diesel Systems (Yantai) Co. Ltd. Suzhou Branch NO.123 CHANGYANG ST SUZHOU IND PARK SUZHOU Jiangsu China 215127	Soft Copy invoices – Allowed china.scanning.kodaksc@delphi.com Hard copy invoices – Delphi Diesel Systems (Yantai) Co. Ltd. Suzhou Branch Genpact Building block 9, No.1 Jinjie Road, Huaqiao Economic Development Zone, Kunshan, Jiangsu Province, 215332, CHINA	Soft Copy invoices – Allowed china.scanning.kodaksc@delphi.com Hard copy invoices – Delphi Diesel Systems (Yantai) Co. Ltd. Suzhou Branch Genpact Building block 9, No.1 Jinjie Road, Huaqiao Economic Development Zone, Kunshan, Jiangsu Province, 215332, CHINA
North America (Aptiv)	Aptiv Services, US, LLC Advanced Safety & User Experience 5725 Innovation DR, M/C 483-400-KOK Troy, MI 48098 US	Soft Copy invoices – No invoice required – PLEASE DO NOT SEND INVOICE Hard copy invoices – Not applicable	Soft Copy invoices – DO NOT MAIL (tooling/services) EMAIL ONLY to: NorthAmerica.ES.AccountsPayable@aptiv.com Hard copy invoices – Not applicable
Powertrain HS31 (Contract Mfg MX/Rey. Ship to Los Indios TX USA)	Delphi Powertrain Systems LLC 3000 University Drive AUBURN HILLS, MI 48326	Soft Copy invoices – No invoice required – PLEASE DO NOT SEND INVOICE Hard copy invoices – Not applicable	Soft Copy invoices – Non-Physical items - Provide to requestor Hard copy invoices – Not applicable
India-Chennai	Aptiv Components India Private Ltd CHENNAI A-22, SIPCOT IND'L GROWTH CENTER ORAGADAM, SRIPERUMBUDUR TALUK	Soft Copy invoices – Allowed chakravarthi.s@aptiv.com Hard copy invoices – Aptiv Components India Private Ltd CHENNAI	Soft Copy invoices – Allowed chakravarthi.s@aptiv.com Hard copy invoices – Aptiv Components India Private Ltd CHENNAI

	KANCHIPURAM DISTRICT 22 IN 602105	A-22, SIPCOT IND'L GROWTH CENTER ORAGADAM, SRIPERUMBUDUR TALUK KANCHIPURAM DISTRICT 22 IN 602105	A-22, SIPCOT IND'L GROWTH CENTER ORAGADAM, SRIPERUMBUDUR TALUK KANCHIPURAM DISTRICT 22 IN 602105
India-Bangalore	Aptiv Components India Private Ltd UNIT 1, 2 &3, KALYANI PLATINA SURVEY NO. 6 &24, BEHIND HOTEL MARK BLVD KUNDALAHALLI VILLAGE, BANGALORE IN 560066	Soft Copy invoices – Allowed Lokesh.Gr@aptiv.com Hard copy invoices – Aptiv Components India Private Ltd UNIT 1, 2 &3, KALYANI PLATINA SURVEY NO. 6 &24, BEHIND HOTEL MARK BLVD KUNDALAHALLI VILLAGE, BANGALORE IN 560066	Soft Copy invoices – Allowed Lokesh.Gr@aptiv.com Hard copy invoices – Aptiv Components India Private Ltd UNIT 1, 2 &3, KALYANI PLATINA SURVEY NO. 6 &24, BEHIND HOTEL MARK BLVD KUNDALAHALLI VILLAGE, BANGALORE IN 560066
Nuernberg	APTIV Services Deutschland GmbH Werk Nuernberg Am Technologiepark1 D-42119 WUPPERTAL	Soft Copy invoices – Available after a certification process inquiry at <u>e-scanning@delphi.com</u> Hard copy invoices – Aptiv Services Poland S.A. Enterprise Park Al.Powstancow Wielkopolskich 13d 30-707 Kraków Poland	Soft Copy invoices – Available after a certification process inquiry at <u>e-scanning@delphi.com</u> Hard copy invoices – Aptiv Services Poland S.A. Enterprise Park Al.Powstancow Wielkopolskich 13d 30-707 Kraków Poland
Megamos/ Osberghausen	APTIV Services Deutschland GmbH Werk Engelskirchen- Osberghausen Am Technologiepark1 D-42119 WUPPERTAL	Soft Copy invoices – Available after a certification process inquiry at <u>e-scanning@delphi.com</u> Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND	Soft Copy invoices – Available after a certification process inquiry at <u>e-scanning@delphi.com</u> Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND
Augsburg, WH (DE50)	APTIV Services Deutschland GmbH	Soft Copy invoices – Available after a certification process	Soft Copy invoices – Available after a certification process inquiry at <u>e-</u>

	AS & UX (C/O Hellmann Int.Sped.GmbH & Co. KG) Werk Augsburg WH Am Technologiepark1 D-42119 WUPPERTAL	<i>inquiry at e-scanning@delphi.com</i> Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND	<i>scanning@delphi.com</i> Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND
Skopje, Macedonia (MK01)	Aptiv Services Macedonia Dooel Skopje D.O.O.E.L. 1 22/1, ST. TEHNOLOSKA IND. RAZVOJNA ZONA Skopje, Ilinden, MK 1041	Soft Copy invoices – viktorija.miloshevska@aptiv.com and branko.jovanovik@aptiv.com Hard copy invoices – Attention Accounts Payable Aptiv Services Macedonia Dooel Skopje 1 22/1, ST. TEHNOLOSKA IND. RAZVOJNA ZONA Skopje, Ilinden, MK 1041	Soft Copy invoices – viktorija.miloshevska@aptiv.com and branko.jovanovik@aptiv.com Hard copy invoices – Attention Accounts Payable Aptiv Services Macedonia Dooel Skopje 1 22/1, ST. TEHNOLOSKA IND. RAZVOJNA ZONA Skopje, Ilinden, MK 1041
Langenlonsheim	APTIV Services Deutschland GmbH Werk Langenlonsheim Am Technologiepark1 D-42119 WUPPERTAL	Soft Copy invoices – <i>Available after a certification process inquiry at e-scanning@delphi.com</i> Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND	Soft Copy invoices – <i>Available after a certification process inquiry at e-scanning@delphi.com</i> Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND
Megamos/BOMIG Indirect (DE34)	APTIV Services Deutschland GmbH Werk Wiehl Am Technologiepark1 D-42119 WUPPERTAL	Soft Copy invoices – <i>Available after a certification process inquiry at e-scanning@delphi.com</i> Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW	Soft Copy invoices – <i>Available after a certification process inquiry at e-scanning@delphi.com</i> Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND

		POLAND	
Aptiv / Hildesheim (DE67)	APTIV Services Deutschland GmbH Hildesheim Am Technologiepark1 D-42119 WUPPERTAL	Soft Copy invoices – Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND	Soft Copy invoices – Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Aptiv Deutschland GmbH MP5C3 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND
Rüsselsheim/Wuppertal (DE35)	APTIV Services Deutschland GmbH Rüsselsheim Am Technologiepark1 D-42119 WUPPERTAL	Soft Copy invoices – Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND	Soft Copy invoices – Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Aptiv Deutschland GmbH MP5C3 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND
Wuppertal (DE95)	APTIV Services Deutschland GmbH Wuppertal Am Technologiepark1 D-42119 WUPPERTAL	Soft Copy invoices – Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Aptiv Deutschland GmbH MP529 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND	Soft Copy invoices – Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Aptiv Deutschland GmbH MP5C3 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND

POLAND-Gdansk PL02	Aptiv Services Poland S.A. PODGORKI TYNIECKIE 2 KRAKOW MAL 30- 399 PL	Soft Copy invoices – Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Aptiv Services Poland S.A. PODGORKI TYNIECKIE 2 KRAKOW MAL 30-399 PL	Soft Copy invoices – Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Aptiv Services Poland S.A. PODGORKI TYNIECKIE 2 KRAKOW MAL 30-399 PL
Hungary-H004	Aptiv Services Hungary Kft MD502 Zanati u. 29/a. Szombathely 9700 HU	Soft Copy invoices – Allowed Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Aptiv Services Hungary Kft MD502 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND	Soft Copy invoices – Allowed Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Aptiv Services Hungary Kft MD502 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND
Hungary-H098 (DELPHI PT - H098 Contract Mfg HU)	Delphi Powertrain Systems Hungary Kft ZANATI U 29A SZOMBATHELY HU 9700	Soft Copy invoices – Allowed Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Delphi Powertrain Systems Hungary Kft ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND	Soft Copy invoices – Allowed Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – Delphi Powertrain Systems Hungary Kft ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND
Braga	APTIVPORT SERVICES, S.A Portugal, SA Rua Max Grundig 14705-820 Braga (Portugal)	Soft Copy invoices – Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – APTIVPORT SERVICES, S.A Braga Plant (TB 550)	Soft Copy invoices – Available after a certification process inquiry at e-scanning@delphi.com Hard copy invoices – APTIVPORT SERVICES, S.A Braga Plant (TB 550)

		Enterprise Park Al. Powstańców Wielkopolskich 13d 30 - 707 Kraków POLAND	Enterprise Park Al. Powstańców Wielkopolskich 13d 30 - 707 Kraków POLAND
St. Aubin	Aptiv Services France SAS 22 Avenue des Nations, Parc d'Affaires SILIC - Bâtiment Raspail 93420 Villepinte	Soft Copy invoices – <i>Available after a certification process inquiry at <u>e-scanning@delphi.com</u></i> Hard copy invoices – Aptiv Services France SAS MD599 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND	Soft Copy invoices – <i>Available after a certification process inquiry at <u>e-scanning@delphi.com</u></i> Hard copy invoices – Aptiv Services France SAS MD599 ATTN: ACCOUNTS PAYABLE AL. POWSTANCOW WIELKOPOLSKICH 13D 30-707 KRAKOW POLAND