

## Tips for Invoice Mailing Address and Invoice Requirement

**To: all Bosch suppliers**

Dear Partner,

We kindly ask you to consider the following Bosch requirements in order to process and pay your invoices in time. Of course any applicable legal and tax requirements shall remain unaffected and have to be fulfilled irrespective of the below mentioned points.

Kindly follow the below requirements, as the insufficient & incorrect information on the invoice **may lead to invoice rejection or payment delay**.

### **Required information for invoice processing:**

1. **The payer name on the invoice** (name of Bosch legal entity) should be exactly the same as stated in the Purchase Order/Scheduling Agreement/Contract.  
*Note: If one Bosch Company contains several company codes, the invoice shall be issued separately per each company code.*
2. **Vendor number (the code in Bosch system for your company, mentioned on the purchase order)**
3. **Reference to the Bosch order:**
  - **Purchase order / scheduling agreement number**
  - **Delivery note (number / reference)**

Note: references have to match with the delivery/service confirmed with the Bosch contact person. Please write the same delivery number on the invoice as given on the proof of delivery.

**Or**

  - **Bosch contact person with department name and cost center** for example: Mustermann Max (AA/BBB1) (Family name + first name + Bosch internal organization code like (AA/BBB1)).
4. **Delivery note attached** to the invoice as **Proof of delivery** of the service or goods.
5. **Please do not combine multiple purchase orders on one invoice**

### **Other Tips:**

- The **name** and **email address** of invoice issuer should **be printed on the invoice**, so that we may approach you if needed;
- List **only one bank account** on the invoice, mentioning the **currency** of the bank account **where the payment is expected**. If any change/update is required for your payment information, **please inform buyer timely**;
- Currency of the invoice needs to be equal to the currency in the Purchase order.
- Credit note should mark PO No. and invoice number.
- Attachment must be in non-editable **format files**;
- Please **specify currency & amount** as e.g. USD 1,000.00. Not accepted only currency symbol, e.g.\$1,000.00;
- **The line items on the invoice should match exactly our purchase order** (the order on the list and unit of measurement)
- Please use **only one communication channel per invoice** (preferred electronically).
- In case electronic channel is selected please send **one email for one INVOICE** (non-editable format – preferred PDF). The file has to include the invoice and corresponding attachments (according to the legal requirements in your country). Please mention corresponding invoice number in a subject of an e-mail and attached file.
- According to Bosch Group's regulations, **payment term should be minimum 30 days net**, unless agreed otherwise.

- Should you have questions regarding balance confirmations or dispute management, **please contact the person who placed the order** to your company.