

**Vitesco Finance Service Center China
Account Payable**



Dear Suppliers,

In order to standardize supplier invoice management, and keep improving invoice processing efficiency, ensure supplier payment in time. Please follow the instruction strictly to avoid invoice return and impact your payment (Invoice return will re-calculate payment due date) .

1. Please send invoice (PDF version) to respective public mailbox within 5 working days after invoice issuing date.

Vitesco Plant Name	Public Email for Invoice ONLY
Vitesco Automotive Changchun Co., Ltd.	invoices.changchun@vitesco.com
Vitesco Automotive Tianjin Co., Ltd.	invoices.tianjin@vitesco.com
Vitesco Automotive Wuhu Co., Ltd.	invoices.wuhu@vitesco.com
Vitesco Automotive Turbocharger(shanghai) Co., Ltd.	invoices.shanghai@vitesco.com
Vitesco Technologies Holding China Co., Ltd	Directly send invoice to AP accountant

Notice:

- Each Vitesco company / subsidiary has its own email address
 - A single pdf-document shall be created for each invoice including associated attachments.
 - An email may contain several invoices, the maximum size of the email shall be lower than 10 MB (incl. attachments).
 - The following formats are supported PDF.
 - Encrypted documents will not be processed.
 - Please note, only invoices or credit notes shall be sent to the mailbox, no reminders, delivery notes or other correspondence.
2. Please pay attention to the invoice information
 - Material number must be VT part number.
 - Remark PO number.
 - Remark DN number (Withdraw number start with 49 or Aggregation number start with 74 or 80) on the invoice or provide detail list to related AP accountant by Email.
 - The invoice address shall be identical to the ordering address.
 3. Please mark “advance payment” on the invoice if it is advance payment PO.
 4. Production and Non-production material should not be issued on one invoice.
 5. *Ensure commercial invoice is consistent with proforma invoice for custom declaration.
 6. Auto billing company issue invoice by DN (withdraw number or aggregation number) is highly recommended.
 7. *Invoice and payment status query, please login Vendor portal:
<https://vendorportal.vitesco-technologies.services/>
Please refer to Portal vendor guide after login.
 - Password please get it from your contacted AP accountant.