

# SIEMENS

## Electronic Invoice Submission Guide

All invoices needs to be submitted to a common email address: [supplierme.in@siemens.com](mailto:supplierme.in@siemens.com)

### Guidelines for sending invoices via Email:

1. Only .pdf file format is accepted, any other format will be rejected. No paper invoice will be processed.
2. Each attachment to have 1 invoice, No multiple invoices in one attachment.
3. One email can have several attachments. (One invoice per attachment as mentioned above)
4. Emails/Attachments to be readable and editable without a password.
5. Supporting documents to be scanned together with the Invoice in the same .pdf e.g. PO, delivery note etc.
6. Attachments to be file size of 10 MB or less. (You can decrease the email size by sending the attachments in separate emails)

### Guidelines to be followed to avoid rejection of Invoices:

1. Invoices are addressed with the correct name of the purchasing party, i.e. as per the PO issued
2. Invoices should have valid Siemens Purchase Order number. No handwritten corrections
3. Commercial registration number of the supplier is stated.
4. Correct shipment (if applicable) and billing address as per Purchase Order.
5. Itemized invoice using the correct description as per Purchase Order, including quantity, price etc.
6. Invoice must match Purchase Order in quantity and price, items not shown in Purchase Order will have negotiated and agreed with a PO amendment before submission of the Invoice

Non Purchase Order Invoices should have the charging details, i.e. Cost Centre and GL Code. The supplier should enquire this information from the requestor / Purchaser.

Invoice receipt date in the above mentioned e-mail inbox will be considered as Base line (BL) date for calculating the payment due date. Payment due date = Electronic Invoice receipt date (BL) + Purchase Order payment term or vendor master payment term.