



GLOBAL BUSINESS SERVICES

Invoice Reception Manual Requirements for the reception of invoices

This document specifies the mandatory and/or optional requirements for the submission of invoices for local and international third-party suppliers.

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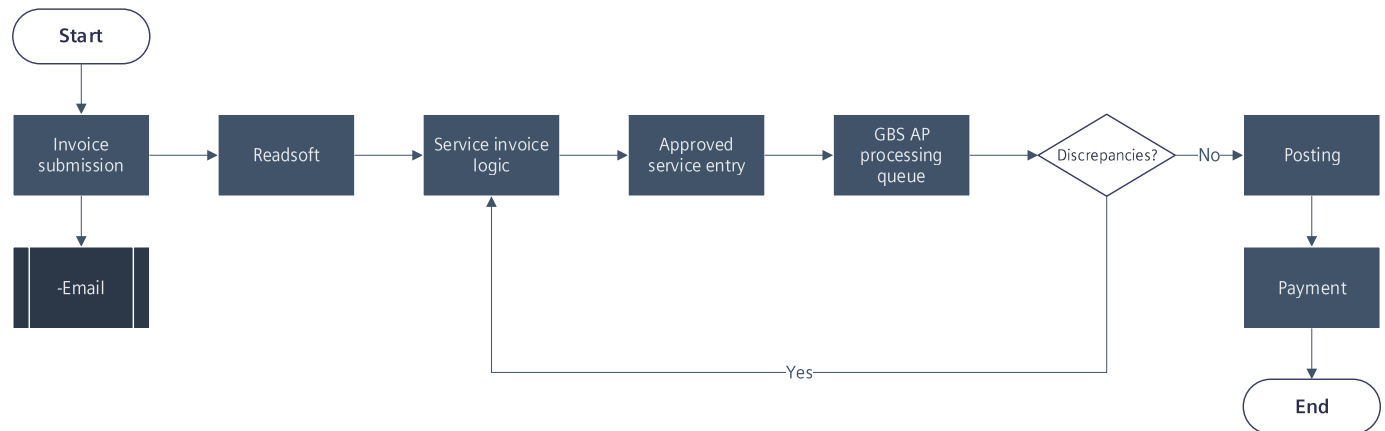
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Information to consult before starting

High-level process

Electronic Invoices CFDI and Foreign Vendors –
General Process



My contacts | Who is who?

Available email boxes for receiving invoices/documents

549X – Siemens Servicios Comerciales S.A. de C.V., SOFOM, ENR

| | |
|--------------------------------|--|
| Invoices: | inv.sofom.mx@siemens.com |
| Payment CFDI: | cfdipago.sofom.mx@siemens.com |
| MX suppliers' Advance Payment: | anticipoproveedores.mx@siemens.com |

GBS P2P Support MX & CAM

| | |
|----------|--|
| Vendors: | atencion_prov_gss.mx@siemens.com |
|----------|--|

TOPIC 1

Delivery Methods

Electronic invoices. For national and foreign vendors.

All vendors, national and foreign, should send their invoices to the following email:

inv.sofom.mx@siemens.com

1. **Foreign** – PDF or TIFF of the original invoices – Only 1 invoice per PDF and 1 PDF per e-mail. PDF's with more than one invoice will be rejected and will not be processed.
1. **Nationals** – PDF and .xml file. – Only 1 invoice per PDF and 1 PDF per e-mail. PDF's with more than one invoice will be rejected and will not be processed.

General Considerations regarding e-mails:

1. Attached files should not be larger than 5MB.
2. The attachment file names should only contain the following characters: a-z, 0-9, _.
3. Attachments in the same e-mail should not contain the same filenames.
4. Do NOT include in the e-mails: zip files, e-mail files (i.e., ".msg" files) or other filetypes not defined in this document.

TOPIC 2

Invoices

Suppliers' requirements:

1. It is needed to specify the address in the Purchase Order.
(e.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).
2. Invoices should not be dated older than **30 days prior** to date of submission.
3. Payment terms as indicated on the Purchase Order must be included on the invoice.
4. Each invoice must **only** refer to **one Purchase Order**.
5. The Purchase Order number must be included on the invoice.
6. Invoice **issue date can't be before** the Purchase Order issue date.
7. Each line item in the invoice must match the quantity, unit of measure, unit price, currency, and total amount indicated on the Purchase Order. If any of these items do not match, or the Purchase Order indicated has already been fulfilled, this may cause your invoice to be rejected, or payment to be delayed.
8. The Purchase Order line items must be referred to each line item of the invoice. (e.g., 0020)
9. In case of reissuing an invoice, the new invoice should include the following statement in the body of the invoice
"THIS INVOICE CANCELS AND REPLACES INVOICE NO.----- DATED MMDDYYYY".

10. In case of application of an advance payment:
 - a. The following statement should be included in the body of the invoice:
"APPLICATION OF ADVANCED PAYMENT INCLUDED"
 - b. The application for the advanced payment (partial or in full) should be included in the invoice according to the payment terms.

Specialized services suppliers' requirements:

1. Attached files required as support in ".zip" file.
2. If additional support is needed, please contact your Siemens SCM Contact.

TOPIC 3

Credit/Debit Notes

Requirements:

Credit/debit notes for returned material, price, or quantity differences

1. It is needed to specify the address in the Purchase Order.
(e.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).
2. Each credit/debit note must only refer to one Purchase Order and invoice.
3. The Purchase Order number must be included on the credit/debit note.
4. All credit/debit notes should include the following statement in the body of the document:
"APPLY TO THE FOLLOWING INVOICES: ----, ----".

Credit Notes for reprocessing

1. It is needed to specify the address in the Purchase Order.
(e.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).
2. The unique identifier (GID) of the requester should be mentioned in the document. Please request this information to your correspondent procurement specialist.

Credit notes for prompt-payment

1. It is needed to specify the address in the Purchase Order.
(e.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).
2. The Purchase Order should be mentioned in the document or the unique identifier (GID) of the requester. Please request this information to your correspondent procurement specialist.
3. Each credit/debit note must only refer to one Purchase Order and invoice.

TOPIC 5

Advanced Payments

All Suppliers:

1. It is needed to specify the address in the Purchase Order.
(e.g., *Av. Ejército Nacional No.350 Piso 3 Col. Polanco V Sección Delg. Miguel Hidalgo C.P. 11560, México City*).
2. Each advance payment must only refer to one Purchase Order
3. The Purchase order number must be included in the document.
4. All Advance Payments should include the following statement in the body of the document:
"ADVANCE PAYMENT".

TOPIC 6

Legal

Requirements

1. Name, Legal Company Name and Tax ID of the supplier.
2. Physical address of the invoice sender.
3. Invoice Number.
4. Place and issue date.
5. TAX ID (RFC) of the invoice recipient.
6. Quantity, unit of measure, and class of services or material, or description of service, or use.
7. Unit Price specified as a number.
8. Total Value specified as a number or in letters.

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