

## Digitally signed invoice procedure at Siemens India

- Siemens Limited India (“Customer”) is only accepting and processing electronically, duly signed invoices (“e-invoice”) in accordance with the Information Technology (IT) Act, 2000 issued by the Govt. of India.
- Customer is neither processing nor accepting hardcopy / paper invoices and is therefore not maintaining a physical mailing address.
- E-invoices must be send by the Supplier at the following email address by considering below stated instructions and procedures: [apindiadigitalinvoicesscanning.in@siemens.com](mailto:apindiadigitalinvoicesscanning.in@siemens.com)
- The below procedure is applicable to **all domestic** (Indian legal entity) Suppliers.

All Suppliers are requested to strictly adhere to all instructions to support and ensure:

- environmental sustainability by protecting natural resources and reducing CO<sub>2</sub> emission.
- digitalization initiative of Govt. of India.
- a timely and smooth payment procedure. Customer will reject any e-invoice which is deviating from below instructions.

### **Instruction to be followed while sending e-invoices via email:**

- Accepted file format of invoice email attachment: **PDF only**. Any other format will be rejected, respectively not processed.
- **Per each email, only one e-invoice is accepted** as attachment. Multiple e-invoices per email will be rejected, respectively not processed.
- If needed: supporting documents such as Purchase Order (PO), delivery, notes, etc to be combined with the e-invoice in the same PDF file.
- Email and related attachment must be readable and editable without a password protection.
- Attachment file size of should not exceed 10 MB.
- An e-invoice sent to any other email address apart from aforementioned email address will neither be accepted, nor be processed.
- **“No-reply”** email: Supplier will only receive an automatic reply as an email transfer confirmation. Aforementioned email address shall not be used for general inquiries.
- Questions or clarifications (if any) should be sent to the following email address: [apinquiry.in@siemens.com](mailto:apinquiry.in@siemens.com), or by contacting number: 080-66201600.

### **Instruction to be followed to avoid rejection of e-invoices:**

- E-invoices are addressed with the correct name of Customer’s purchasing party, i.e. as per the PO issued.
- E-invoices must have valid Purchase Order number.
- E-invoices must state commercial registration number of the Supplier.
- E-invoice must carry correct shipment (if applicable) and billing address as per PO.
- Itemized e-invoice must use the same description as on PO and match with PO (such as quantity, price, etc.)
- **E-invoice presenting items not shown in related PO will be rejected.** Additional items must to be agreed with a PO Amendment before submitting the e-invoice.
- **No handwritten corrections on e-invoice accepted.**
- E-invoices without a correlating PO (if agreed between the Customer and the Supplier in writing beforehand): such e-invoices should state charging details, such as Cost Centre and GL Code. Supplier must insist to receive this information by the Customer’s purchasing party.

Siemens Ltd.

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Sales Offices: Ahmedabad, Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Coimbatore, Gurgaon, Hyderabad, Jaipur, Jamshedpur, Kharghar, Kolkata, Lucknow, Kochi, Mumbai, Nagpur, Navi Mumbai, New Delhi, Puducherry, Pune, Vadodara, Visakhapatnam.