

ACCOUNTS PAYABLE SUPPLIER HANDBOOK

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INVOICING INSTRUCTIONS

Evaluated Receipts Settlement (ERS)

Evaluated Receipts Settlement (ERS) is an option active for North America region for suppliers who submit a large number of invoices.

Aptiv encourages high volume suppliers to interact with Aptiv using an ERS.

Benefits to the Supplier include:

- Cashflow benefits
 - Invoices always paid on time
 - Invoices are still paid when discrepancies occur
- Increased transparency to payments
 - Payments are scheduled and confirmed upon receipt of goods
 - Discrepancies are immediately communicated upon receipt of goods giving advanced notice to be able to resolve before payment
- Reduced costs
 - Eliminates delivery costs
 - Reduces invoicing / payment issues

To become an ERS Supplier talk to your Aptiv purchasing contact.

PDF invoices

This is Aptiv's preferred method for receiving invoices from Suppliers who submit medium to low volumes of invoices. Suppliers are encouraged to use this method because of the many benefits to both Aptiv and Supplier.

- Immediate transmission of invoices
- Reduced occurrence of lost invoices
- Lower transaction costs

Email PDF invoices directly to Aptiv using the email address listed in the contacts section of this document. When emailing please ensure that:

- Include only one invoice per PDF
- Include only one PDF per email

- File size must be less than 4Mb
- Note: email content will not be read so please do not include any email content

To begin sending PDF invoices, find the appropriate email address in the contact section. For most countries you can start sending your PDF invoices immediately.

If you have any questions about e-Invoicing please contact Aptiv's e-Invoicing team at

e-scanning@aptiv.com

Note: please do not send invoices to this address.

Paper invoices

Suppliers are discouraged from using paper invoices and encouraged to use PDFs where possible because of the many benefits to both Supplier and Aptiv.

Invoices submitted as hard-copy documents sent via mail, post, courier etc. MUST be sent to the correct address.

Billing addresses are provided on every Purchase Order Document and a full listing is provided in this document under the contact section.

PAYMENT / INVOICE QUERIES

Aptiv Supplier portal

Suppliers can access support and transaction information via the Aptiv Supplier Portal at:

<https://supplierportal.aptiv.com>

To register:

- 1) Contact your Aptiv Buyer to request access
- 2) Your buyer will organise
- 3) You will receive an email inviting you to set-up your account and register.

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Once registered on the Aptiv Supplier Portal, Suppliers will, where appropriate and jointly agreed, have the opportunity to access to the various applications hosted on the portal and view their transaction details (deliveries, receipts, payment statuses, etc). Your invoice transactions and invoice statuses can be found under the eAptivPay section of the Aptiv Supplier portal.

Accounts payable helpdesk

Aptiv's accounts payable helpdesks assist with invoice and payment queries that cannot be resolved by the portals. Helpdesks can be contacted by email. Contact details are listed in the contacts section of this document.

Suppliers should raise issues to the appropriate Aptiv team to ensure effective & timely resolution of queries.

Invoice & payment status: Contact **AP Helpdesk**. North American Suppliers log onto eAptivPay or ePayment portals.

Payment remittance information: Contact **AP Helpdesk** if you need your payment remittances emailed to a different address.

Quantity discrepancy: Contact **point-of-receipt** at the receiving site.

Missing shipment on eAptivPay: Contact site **point-of-receipt** if no RECADV is received or shipment is not appearing on eAptivPay.

Price discrepancy: Contact **purchasing buyer**.

INVOICE REQUIREMENTS

In all cases the following requirements apply to PDF & hard copy invoices. Failure to comply with these requirements may result in payment delays and/or return of invoices to Suppliers.

1. Vendor Legal Name.

2. Vendor's Registered Address.

3. Vendor's Tax Identification Number.

4. Vendor's invoice number. It is preferred that this number does not contain any special characters such as -, /, _, etc.

5. Invoice date. Accurate invoice date and within 5 days of invoice submission date.

6. Correct Aptiv customer (Bill-To) name and Aptiv GST/VAT/Tax Identification number.

7. Aptiv Purchase Order / Schedule Agreement number

(a) Aptiv requires Purchase Orders / Schedule Agreements for all goods and services. Aptiv Purchase Orders are available as PDF documents. If you do not receive this, please request one from the person placing the order.

8. Delivery Note number on invoices for goods. Delivery number must exactly match the delivery number on your ASN (Advance Shipping Notification)

9. Description of the goods or services. Where possible, the same description as on the Purchase Order should be used.

10. Quantity of the goods or services. This should match the delivered quantity.

11. Unit of measurement. In the same units as the Purchase Order.

12. Unit price. In the same currency as the Purchase Order.

13. Total amount excluding tax. In the same currency as the Purchase Order.

14. Tax amount. In the same currency as the Purchase Order.

15. Total amount including tax. In the same currency as the Purchase Order.

16. Shipment number. For freight and custom charges.

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17. Delivery address. The address to which goods are delivered or at which services are provided. Note

(a) Invoices should not include additional charges that are not on the Purchase Order. If there are additional charges, please agree a billing procedure with the Aptiv contact, request an additional Purchase Order and invoice separately.

(b) Only invoices will be paid. Statements, delivery tickets, pro-forma invoices or other documents will not be processed for payment without prior approval from Aptiv.

(c) In certain countries, supplier invoices may be required to include additional information. Suppliers are expected to understand and follow applicable invoice format requirements.

INVOICE DISPUTES

Any dispute in price or quantity must be supported by credit note. The invoice will remain unpaid until the dispute is resolved.

Credit notes should quote a reason for the credit, the original invoice number, Purchase Order number, Return Order (RMA form number for goods return) that they refer to.

Any credit note that does not quote these numbers may be deducted from your next payment and the invoice it relates to may remain unpaid.



INVOICE SUBMISSION ADDRESSES & CONTACT INFORMATION

Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
Austria	5550		Aptiv Services Austria GPD. GmbH & Co. KG Industriestr. 1, 7503 Grosspeterdorf, Oesterreich	e- austria.scanning.5550@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
	5H40		Aptiv Mobility Services Austria MAT. GmbH Stallhofner Straße 4 5230 Mattighofen	Matt.fibu@aptiv.com	Aptiv Mobility Services Austria MAT. GmbH Stallhofner Straße 4 5230 Mattighofen	
China <i>See country specific details in appendix for further invoicing information</i>	4050	DAT3	Name: Aptiv Electronics (Suzhou) Co.,Ltd Address: 123 Changyang Street, Suzhou, Jiangsu	PDF with Invoice Currency: Not CNY e-fcy.scanning.4050@aptiv.com PDF with Invoice Currency: CNY china_domestic.scanning.kodaksc@aptiv.com XML with Invoice Currency: CNY china_domestic.ofd.sps@aptiv.com	Aptiv GBS AsPac Scanning Center 2nd Floor, STC, 123 Changyang Street, SIP, Suzhou, Jiangsu, P. R. 215126 China 单位名称: 安波福亚太区财务共享中心 文档扫描中心 江苏省苏州工业园区长阳街 123 号 STC 办公楼二楼 邮编: 215126	China.ap.helpdesk@aptiv.com 0512-6263 6598
	4420 SH		Aptiv Electrical Centers (Shanghai) Co., Ltd Address: No 200, Yuan Guo Road, Anting, Jiading District, Shanghai, China, 201814	PDF with Invoice Currency: Not CNY e-fcy.scanning.4420@aptiv.com PDF with Invoice Currency: CNY china_domestic.scanning.kodaksc@aptiv.com XML with Invoice Currency: CNY china_domestic.ofd.sps@aptiv.com	联系人: 宋雪艳 联系电话: 0512-6263 6983	



Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
	4420 WHN		<p>APTIV ELECTRICAL CENTERS SHANGHAI CO., LTD WUHAN BRANCH Address: No. 10, Checheng East Road, Wuhan Economic and Technological Development Zone China 430070</p>	<p>PDF with Invoice Currency: Not CNY e-fcy.scanning.4420WHN@aptiv.com</p> <p>PDF with Invoice Currency: CNY china_domestic.scanning.kodaksc@aptiv.com</p> <p>XML with Invoice Currency: CNY china_domestic.ofd.sps@aptiv.com</p>		
	4341		<p>Aptiv Connection Systems (Nantong) Ltd Address: No.9 Hebin Road, Tongzhou Economic Development Zone, Nantong, Jiangsu, China, 226300</p>	<p>PDF with Invoice Currency: Not CNY e-fcy.scanning.4341@aptiv.com</p> <p>PDF with Invoice Currency: CNY china_domestic.scanning.kodaksc@aptiv.com</p> <p>XML with Invoice Currency: CNY china_domestic.ofd.sps@aptiv.com</p>		



Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
	4C50		<p>Aptiv Connections Systems Wuhan Company Limited</p> <p>Address: No.18,Fengting North Road, Junshan street, Wuhan Economic and Technological Development Zone, Wuhan city, Hubei province</p>	<p>PDF with Invoice Currency: Not CNY e- fcy.scanning.4C50@aptiv.com</p> <p>PDF with Invoice Currency: CNY china_domestic_scanning_kodaks_c@aptiv.com</p> <p>XML with Invoice Currency: CNY china_domestic_ofd_sps@aptiv.com</p>		
	4C60		<p>Aptiv (Changshu) Technology Company Limited</p> <p>Address: No. 2, Yunshen Road, Southeast Sub-district</p>	<p>PDF with Invoice Currency: Not CNY e- fcy.scanning.4C60@aptiv.com</p> <p>PDF with Invoice Currency: CNY china_domestic_scanning_kodaks_c@aptiv.com</p> <p>XML with Invoice Currency: CNY china_domestic_ofd_sps@aptiv.com</p>		



Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
	4850		Aptiv (China) Holding Company Limited Address: No 118 De Lin Rd, Waigaoqiao Free Trade Zone Pudong, Shanghai	PDF with Invoice Currency: Not CNY e-fcy.scanning.4850@aptiv.com PDF with Invoice Currency: CNY china_domestic.scanning.kodaksc@aptiv.com XML with Invoice Currency: CNY china_domestic.ofd.sps@aptiv.com		
	4E80		Aptiv (Suzhou) Enterprise Management Co Ltd Address: 2nd Floor, Building 18, No. 123, Changyang Street, Suzhou Industrial Park, Suzhou Area, China (Jiangsu) Pilot Free Trade Zone, 215000	PDF with Invoice Currency: Not CNY e-fcy.scanning.4E80@aptiv.com PDF with Invoice Currency: CNY china_domestic.scanning.kodaksc@aptiv.com XML with Invoice Currency: CNY china_domestic.ofd.sps@aptiv.com		
	4970		APTIV (China) Technology Company Limited Address: No 118 De Lin Rd, Waigaoqiao Free Trade Zone Pudong, Shanghai	PDF with Invoice Currency: Not CNY e-fcy.scanning.4970@aptiv.com PDF with Invoice Currency: CNY china_domestic.scanning.kodaksc@aptiv.com XML with Invoice Currency: CNY china_domestic.ofd.sps@aptiv.com		

Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
	4A80		Aptiv Connection Systems Yancheng Company Limited Address: 1-Ganjiang East Road, Yancheng City, Jiangsu P.R. 224000, China	PDF/XML: lu.li@aptiv.com	Aptiv Connection Systems Yancheng Company Limited 1-Ganjiang East Road, Yancheng City, Jiangsu P.R. 224000, China 单位名称: 安波福连接器系统 (盐城) 有限公司 中国江苏省盐城市盐南高新区赣江东路 1号 邮编: 224000 联系人: 李露 联系电话: 0515-89905001	lu.li@aptiv.com
France	6000		Aptiv Holdings France SAS ZI des Longs Réages, 28230 Epernon	e- france.scanning.599@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
	5G90		Aptiv Services 2 France Zi des Longs Reages, BP 25 28230 Epernon	e- france.scanning.05g9@aptiv.com		
Germany	Nuernberg 5291	DE66, DE68	APTIV Services Deutschland GmbH Werk IDI Nuernberg Am Technologiepark1 D-42119 WUPPERTAL	e- germany.scanning.5291@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
	Megamos/ Osberghausen 5291	DE32	APTIV Services Deutschland GmbH Werk Engelskirchen- Osberghausen Am Technologiepark1 D-42119 WUPPERTAL			
	Augsburg, WH 5291	DE50	APTIV Services Deutschland GmbH AS & UX (C/O Hellmann Int.Sped.GmbH & Co. KG) Werk Augsburg WH Am Technologiepark1 D-42119 WUPPERTAL			

Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
	Langenlonsheim 5291	DE38	APTIV Services Deutschland GmbH Werk Langenlonsheim Am Technologiepark1 D-42119 WUPPERTAL			
	Megamos/BOMIG Indirect 5291	DE34	APTIV Services Deutschland GmbH Werk Wiehl Am Technologiepark1 D-42119 WUPPERTAL			
	Wiehl-Bomig 5291		Aptiv Services Deutschland GmbH Albert-Einstein-Strasse 5 51674 Wiehl-Bomig			
	Hildesheim 5291	DE67	APTIV Services Deutschland GmbH Werk Hildesheim Am Technologiepark1 D-42119 WUPPERTAL			
	Wuppertal 5291	DE95	APTIV Services Deutschland GmbH Wuppertal Am Technologiepark1 D-42119 WUPPERTAL			
	Neumarkt 5292	G080	APTIV Services Deutschland GmbH Werk Wuppertal / Neumarkt Am Technologiepark1 D-42119 WUPPERTAL	e-germany.scanning.5297@aptiv.com		
	Rüsselsheim 5292	G0DE	APTIV Services Deutschland GmbH Werk Wuppertal / Rüsselsheim Am Technologiepark1 D-42119 WUPPERTAL			



Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
	Muenchen 5292		APTIV Services Deutschland GmbH Werk Muenchen Am Technologiepark1 D-42119 WUPPERTAL			
	Wolfsburg 5292	G4DE	APTIV Services Deutschland GmbH Werk Wolfsburg Am Technologiepark1 D-42119 WUPPERTAL			
	Stuttgart 5292	G0DE	APTIV Services Deutschland GmbH Werk Stuttgart Am Technologiepark1 D-42119 WUPPERTAL			
	Nuernberg 5292	G086, G087, G088, G089	Aptiv Services Deutschland GmbH Werk Nuernberg Am Technologiepark1 D-42119 WUPPERTAL			
	5L50		Aptiv Holdings Deutschland 2 Am Technologiepark 1 42119 Wuppertal, Germany VAT no DE230912913	e-germany.scanning.5L50@aptiv.com		
Honduras <i>Non-Physical (Service, Shipping) Tooling</i>	7081	INDIRECT	Aptiv Services Honduras S de RL de CV Green Valley Industrial Park, Km. 23 Carretera a Occidente Quimistan, Sta Barbara	Fap-dcs-mvl-trade@aptiv.com		aptiv.ap.us@aptiv.com
Honduras <i>Physical / Material</i> <i>Send Packaging Slip / Bill of lading (no invoice needed)</i>	7081	DIRECT	Aptiv Services Honduras S de RL de CV Green Valley Industrial Park, Km. 23 Carretera a Occidente Quimistan, Sta Barbara	Self Billing	Send to local Site Contact	aptiv.ap.us@aptiv.com



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Hungary	5750	H004	Aptiv Services Hungary Kft AS&UX Division, Zanati ut. 29/A, 9700 Szombathely, Hungary	e- hungary.scanning.5750@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
	5751	HU85	Aptiv Services Hungary Kft SPS Division, Zanati ut. 29/A, 9700 Szombathely, Hungary	e- hungary.scanning.5751@aptiv.com		
	5G71		Aptiv Connection Systems Hungary Kft Buzavirag U.13 , 2800, Tatabanya, Hungary	e- hungary.scanning.5g70@aptiv.com		
	5753 (HU04)	HU04	Aptiv Services (Ireland) Ltd AS&UX (5753) 5 Hanover Quay DUBLIN 2 D02 VY79 Ireland Hungarian VAT No. 30517262-2-51 Intra-Community VAT No. HU30517262	e- hungary.scanning.5753@aptiv.com		
	YHU8		Aptiv Services (Ireland) Limited CS (YHU8) 5 Hanover Quay DUBLIN 2 D02 VY79 Ireland Hungarian VAT No. 30517262-2-51 Intra-Community VAT No. HU30517262	e- hungary.scanning.YHU8@aptiv.com		

Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
	YHU7		Aptiv Services (Ireland) Limited CS (YHU7) 5 Hanover Quay DUBLIN 2 D02 VY79 Ireland Hungarian VAT No. 30517262-2-51 Intra-Community VAT No. HU30517262	e- hungary.scanning.YHU7@aptiv.com		
India	4130	(IN50) (IN55) AS&UX	ASUX Safety Components India Pvt Ltd ("ASUX India") A 22, SIPCOT Indl. Growth Center, Oragadam, Sriperumbudur Taluk, Kanchipuram District -602105, Tamil Nadu	accounts.payables.chennai@aptiv.com	ASUX Safety Components India Pvt Ltd ("ASUX India") A 22, SIPCOT Indl. Growth Center, Oragadam, Sriperumbudur Taluk, Kanchipuram District -602105, Tamil Nadu	accounts.payables.chennai@aptiv.com
	4130	(IN57) AS&UX	ASUX Safety Components India Pvt Ltd ("ASUX India"), 2nd Floor, Campus 30, Unit No.204 , Chennai Business Tower , No.110,Mount Poonamallee Road, Chennai, Tamil Nadu, 600116, India	accounts.payables.tci@aptiv.com	ASUX Safety Components India Pvt Ltd ("ASUX India"), 2nd Floor, Campus 30, Unit No.204 , Chennai Business Tower , No.110,Mount Poonamallee Road, Chennai, Tamil Nadu, 600116, India	accounts.payables.chennai@aptiv.com
	4381	(IN15) CS	Aptiv Connections Systems India Pvt. Ltd. (Manufacturing Plant) Building Number 60/ A & 60/B, Ward 7, Arakkunnam - Pulikkamali Road, Arakkunnam Post, Mulanthuruthy, Ernakulam District PIN 682 313	User Name/ Email id as captured in each line item in the respective Purchase Order	Aptiv Connections Systems India Pvt. Ltd. (Manufacturing Plant) Building Number 60/ A & 60/B, Ward 7, Arakkunnam - Pulikkamali Road, Arakkunnam Post, Mulanthuruthy, Ernakulam District PIN 682 313	meghana.baburaj@aptiv.com asha.rajan@aptiv.com

Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
	4381	(IN16) CS	Aptiv Connections Systems India Pvt. Ltd. (Tooling Centre India) Building Number 60/ A & 60/B, Ward 7, Arakunnam - Pulikkamali Road, Arakkunnam Post, Mulanthuruthy, Ernakulam District PIN 682 313	User Name/ Email id as captured in each line item in the respective Purchase Order	Aptiv Connections Systems India Pvt. Ltd. (Tooling Centre India) Building Number 60/ A & 60/B, Ward 7, Arakunnam - Pulikkamali Road, Arakkunnam Post, Mulanthuruthy, Ernakulam District PIN 682 313	meghana.baburaj@aptiv.com asha.rajan@aptiv.com
	4381	(IN17) CS	Aptiv Connections Systems India Pvt. Ltd (Chennai Engineering Center, Unit-1) Ground Floor, Block-3, DLF IT Park (IT/ITES/SEZ), No.1/124, Shivaji Garden, Nandambakkam P.O., Chennai - 6000089 Tamil Nadu	User Name/ Email id as captured in each line item in the respective Purchase Order	Aptiv Connections Systems India Pvt. Ltd (Chennai Engineering Center, Unit-1) Ground Floor, Block-3, DLF IT Park (IT/ITES/SEZ), No.1/124, Shivaji Garden, Nandambakkam P.O., Chennai - 6000089 Tamil Nadu	meghana.baburaj@aptiv.com asha.rajan@aptiv.com
	4381	(IN18) CS	Aptiv Connections Systems India Pvt. Ltd. (Chennai Engineering Center, Unit-2) Third Floor, Block-3, DLF IT Park (IT/ITES/SEZ), No.1/124, Shivaji Garden, Nandambakkam P.O., Chennai - 6000089 Tamil Nadu	User Name/ Email id as captured in each line item in the respective Purchase Order	Aptiv Connections Systems India Pvt. Ltd. (Chennai Engineering Center, Unit-2) Third Floor, Block-3, DLF IT Park (IT/ITES/SEZ), No.1/124, Shivaji Garden, Nandambakkam P.O., Chennai - 6000089 Tamil Nadu	meghana.baburaj@aptiv.com asha.rajan@aptiv.com
	4130	(IN58) AS&UX	ASUX Safety Components India Pvt Ltd ("ASUX India"), SEZ unit, BTG, unit- 104, 1st, 7th & 8th floor at C1 block, 7th & 8th floor at C2 block, Brigade tech garden, Kundalahalli village, Broke fields, Bengaluru -560037, India.	accounts.payables.tci@aptiv.com	ASUX Safety Components India Pvt Ltd ("ASUX India"), SEZ unit, BTG, unit- 104, 1st, 7th & 8th floor at C1 block, 7th & 8th floor at C2 block, Brigade tech garden, Kundalahalli village, Broke fields, Bengaluru -560037, India.	accounts.payables.tci@aptiv.com

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Ireland	5H20	5H50, 5H60	Aptiv Global Operations Limited 5 Hanover Quay, Grand Canal Dock, Dublin 2, Ireland	e-ireland.scanning.5H50@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
	ASIL	HU04, 5753	Aptiv Services (Ireland) Limited AS&UX (5753) 5 Hanover Quay, Dublin, Ireland	e-hungary.scanning.5753@aptiv.com		
	ASIL	YH70, YHU7	Aptiv Services (Ireland) Limited CS (YHU7) 5 Hanover Quay, Dublin, Ireland	e-hungary.scanning.YHU7@aptiv.com		
Italy <i>Local suppliers to deliver invoices through governmental portal as per country regulations</i>	5H10		Aptiv Connection Systems Services Italia SPA Strada del Francese 137, 10156 Torino	amministrazione@aptiv.com	Aptiv Connection Systems Services Italia SPA Strada del Francese 137, 10156 Torino	amministrazione@aptiv.com
	5030		Aptiv Services Italia 2 S.r.l. Strada del Francese 137, Torino CAP 10156, Italy	e-italy.scanning.5030@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
Japan <i>According to the different suppliers, the hard copy invoices receive address is Toyota office and Atsugi office.</i>	4950		Aptiv Mobility Services Japan, Ltd. Daichi Ito Building 11F, 1-24-13 Asahi-cho, Atsugi-shi, Kanagawa, 243-0014 Japan	Scanning Center, AP China china.scanning.kodaksc@aptiv.com	1. Toyota office :COMO square west 3F, 2-160 Kitamachi, Toyota-shi, Aichi, Japan, Zip code:471-0027 2. Atsugi office :Daichi Ito Building 11F, 1-24-13 Asahi-cho, Atsugi-shi, Kanagawa, Japan, Zip code:243-0014	japan.ap.helpdesk@aptiv.com



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Korea	EMZ496		Aptiv Korea LLC., LTD.CS 2302 Yongdudaero,Giheung-Gu Yongin Gyeonggi-Do 16920 South Korea	Scanning Center, AP China 4960krap@aptiv.com	2302 Yongdudaero,Giheung-Gu Yongin Gyeonggi-Do 16920 South Korea	korea.ap.helpdesk@aptiv.com
	4391	2305, 2308	Aptiv Connection Systems Korea LLC 154-30, Asanvalleyjungang-ro, Dunpo-myeon, Asan-si, Chungcheongnam-do, Republic of Korea,	4391krap@aptiv.com	154-30, Asanvalleyjungang-ro, Dunpo- myeon, Asan-si, Chungcheongnam- do, Republic of Korea,	korea.ap.helpdesk@aptiv.com
		2307	Aptiv Connection Systems Korea LLC 17 YANGDEUNGNONGGONG- GIL, SANGBUK-Mn, ULJU-GUN , Ulsansi , Republic of Korea,	4391krap@aptiv.com	17 YANGDEUNGNONGGONG-GIL, SANGBUK-Mn, ULJU-GUN , Ulsansi , Republic of Korea,	korea.ap.helpdesk@aptiv.com
	4A60	2310	KOR KUM LLC 17, Yangdeungnonggong-gil, Sangbuk-myeon, Ulju-gun, Ulsan, Republic of Korea, 44908	4A60krap@aptiv.com	17, Yangdeungnonggong-gil, Sangbuk-myeon, Ulju-gun, Ulsan, Republic of Korea, 44908	korea.ap.helpdesk@aptiv.com
		2311, 2314	KOR KUM Duseo 1 Plant 20,Jeoneupnonggong-Gil, Duseo- Myeon, Ulju-Gun, 44911 Ulsan	4A60krap@aptiv.com	20,Jeoneupnonggong-Gil, Duseo- Myeon, Ulju-Gun 44911 Ulsan	korea.ap.helpdesk@aptiv.com
		2312	KOR KUM Duseo 2 Plant 53, Jeoneupnonggong-Gil, Duseo- Myeon, Ulju-Gun, 44911 Ulsan	4A60krap@aptiv.com	53, Jeoneupnonggong-Gil, Duseo- Myeon, Ulju-Gun, 44911 Ulsan	korea.ap.helpdesk@aptiv.com
		2313	KOR KUM LLC Chungju Plant 47, Giopdoshi 2-ro, Daesowon- myeon, Chungju-si, Chungcheongbuk-do, Republic of Korea	4A60krap@aptiv.com	47, Giopdoshi 2-ro, Daesowon-myeon, Chungju-si, Chungcheongbuk-do, Republic of Korea	korea.ap.helpdesk@aptiv.com
	4A70	2315, 2316	KUMAP Co, Ltd. 1838, Unbuk-ro, Bagan-myeon, Yeongcheon-si, Gyeongsangbuk- do, Republic of Korea, 38907	4A70krap@aptiv.com	1838, Unbuk-ro, Bagan-myeon, Yeongcheon-si, Gyeongsangbuk-do, Republic of Korea, 38907	korea.ap.helpdesk@aptiv.com
Luxemburg	5E20, 5F10, 5E96		Aptiv International Operations Luxembourg S.á.r.l 12C rue Guillaume J. Kroll, L-1882 Luxembourg	e- luxemburg.scanning.5e2@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com



Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
	5630		Aptiv Latin America Holdings (Luxembourg) S.á.r.l 12C rue Guillaume J. Kroll, L-1882 Luxembourg	e- luxemburg.scanning.5630@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
Macedonia <i>ATTENTION! Foreign suppliers starting 13th/Jan/2025 should send their documents to below addresses: e- macedonia.scanning.5b51@aptiv.com and mk-archive@aptiv.com</i>	Skopje, Macedonia	DEMK, MK01	Aptiv Services Macedonia Doel Skopje D.O.O.E.L. 1 22/1, ST. TEHNOLOSKA IND. RAZVOJNA ZONA Skopje, Ilinden, MK 1041	e- macedonia.scanning.5b51@aptiv.com	Attention Accounts Payable Aptiv Services Macedonia Doel Skopje 1 22/1, ST. TEHNOLOSKA IND. RAZVOJNA ZONA Skopje, Ilinden, MK 1041	emea.accounts.payable@aptiv.com
Mexico	7310		Centro Técnico Herramental S.de R.L. de C.V. Tax ID CTH8604161S5	Mexican suppliers load your electronic invoices into https://aptiv.redcofidimx.com/Account/Login.aspx	Foreign supplier send your invoices to juarez.aptiva.mxacctspay.receptionarea@aptiv.com	cdjuarez.aptivaaccountspayable.helpdesk@aptiv.com US (915) 225-2850 MX 656-257-1410
	7230		Aptiv Contract Services Tamaulipas S. de R.L. de C.V. Tax ID DDE850531NI2			
	7040		Aptiv Contract Services Matamoros S. de R.L. de C.V. Tax ID DIS960101L12			
	7720		Aptiv Contract Services Tijuana Tax ID DCS020131UUA			

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Morocco	6030		Aptiv Connection Systems Morocco SAS Tanger Automotive City Lot N 170 Zone Franche 90000 Tanger-Maroc	AP.ACSM@aptiv.com / Samia.Khtatbi@aptiv.com		AP.ACSM@aptiv.com
Netherlands	5699		Aptiv Services Netherlands B.V. Vanadiumweg 11 C 3812 PX Amersfoort NETHERLANDS	e-netherlands.scanning.5699@aptiv.com		emea.accounts.payable@aptiv.com
Poland	Gdansk 5C51	PL02	Aptiv Services Poland S.A. Podgórze Tynieckie 2 30-399 Kraków NIP 6840001364 Oddział Gdańsk Ul. Nowatorów 20 80-298 Gdańsk	e-poland.scanning.5580@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
	Krakow 5C54		Aptiv Services Poland S.A. ul. Podgórze Tynieckie 2, 30-399 Kraków	e-poland.scanning.5c50@aptiv.com		
Portugal <i>Suppliers wishing to begin sending Soft Copy invoices to Portugal sites must email e-scanning@aptiv.com for instructions</i>	Braga (5500)	PT01	Aptivport services SA Braga CC5500 , Rua Max Grundig 1 , 4705 – 820 Braga	e-portugal.scanning.550@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
Singapore <i>Suppliers wishing to begin sending Soft Copy invoices to Singapore sites must email e-scanning@aptiv.com for instructions</i>	Singapore	DD22, DD30	Aptiv Safety & Mobility Services Singapore Pte. Ltd. ELECTRONICS and SAFETY (DD22), 501 ANG MO KIO INDUSTRIAL PARK 1 , SINGAPORE SG 569621	e-singapore.scanning.4070@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	

Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
Slovakia	5310		Delphi Slovensko s.r.o. Cacovska Cesta 1447/1 SK 905 01 Senica Slovakia VAT ID: SK2020282979	e- slovakia.scanning.5310@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
Spain	5010		Aptiv S&P Mobility Services Spain S.L. Poligono Landaben Calle A, 31012 Pamplona, Spain	e- spain.scanning.5300@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
Sweden	5000		Movimento Group AB Mölnadalsvägen 36-38, 412 63 Göteborg, Sweden	e- sweden.scanning.5000@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com
Switzerland	6A20		Aptiv Technologies AG Spitalstrasse 5 8200 Schaffhausen Switzerland VAT CHE-402.608.953	e- switzerland.scanning.6A20@aptiv.com		emea.accounts.payable@aptiv.com
	6A30		Aptiv Technologies Holding AG Pestalozzistrasse 2 CH-8200 Schaffhausen Switzerland VAT CHE-252.424.704	e- switzerland.scanning.6A30@aptiv.com		
	6A40		Aptiv Global Holding GMBH Spitalstrasse 5 8200 Schaffhausen Switzerland VAT CHE- 486.063.019	e- switzerland.scanning.6A40@aptiv.com		



Country	Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy (PDF; file) invoices to:	Send Hard Copy (paper; print out) invoices to:	AP Helpdesk contact details
	6A50		Aptiv PLC Spitalstrasse 5, 8200 Schaffhausen, Switzerland CHE-277.309.031	e-switzerland.scanning.6A50@aptiv.com		
	2520		Aptiv Swiss Holdings Limited Schaffhausen Branch c/o Aptiv Technologies AG Spitalstrasse 5 8200 Schaffhausen Switzerland VAT CH 498 623 327	e-switzerland.scanning.2520@aptiv.com		
UK	5320		Aptiv Services UK Ltd Binley Court, 2 Brindle Avenue , Coventry, CV3 1JG , UK or 1 Park Row Leeds LS15AB	e-uk.scanning.5320@aptiv.com	EMEA Digital Documents Management Center AL. Powstancow Wielkopolskich 13d Enterprise Park 30-707 Kraków Poland	emea.accounts.payable@aptiv.com

United States of America (US)

Country Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy invoices to	Send Hard Copy invoices to	AP Helpdesk contact details	Special notes
US 2800	DAHQ, DA26, DA31 (DIRECT) Only invoices for non-tangible items for plant DAHQ	Aptiv Services, US, LLC Advanced Safety & User Experience 5725 Innovation DR, M/C 483-400-KOK Troy, MI 48098 US	Self-Billing	Send to your local site contact	aptiv.ap.us@aptiv.com	Physical / Material Send Packaging Slip / Bill of lading (no invoice needed)



Country Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy invoices to	Send Hard Copy invoices to	AP Helpdesk contact details	Special notes
US 2800	DAHQ, DA26, DA31 (INDIRECT)	Aptiv Services, US, LLC Advanced Safety & User Experience 5725 Innovation DR, M/C 483-400-KOK Troy, MI 48098 US	northamerica.es.accounts@aptiv.com ayable@aptiv.com		aptiv.ap.us@aptiv.com	Non-Physical (Service, Shipping) Tooling
US 1300 1310	DIRECT	APTIV Services US, LLC Signal and Power Solutions 5725 Innovation Drive, MI 48098	Self-Billing	Send to local Plant Contact	aptiv.ap.us@aptiv.com	Physical / Material Send Packaging Slip / Bill of lading (no invoice needed)
US 1300 1310	INDIRECT	APTIV Services US, LLC Signal and Power Solutions 5725 Innovation Drive, MI 48098	Requestor		aptiv.ap.us@aptiv.com	Non-Physical (Service, Shipping) Tooling
US 1410		APTIV Services US, LLC 5725 DELPHI DR., MI 48098	Requestor		aptiv.ap.us@aptiv.com	Physical / Material Send Packaging Slip / Bill of lading (no invoice needed)
US 2630	INDIRECT	Aptiv Services 4 US, LLC 2611 Superior Court. MI 48326	Requestor		aptiv.ap.us@aptiv.com	Non-Physical (Service, Shipping) Tooling
US 2630	DIRECT	Aptiv Services 4 US, LLC 2611 Superior Court. MI 48326	Self-Billing	Send to local Plant Contact	aptiv.ap.us@aptiv.com	Physical / Material Send Packaging Slip / Bill of lading (no invoice needed)
US 2530	INDIRECT	DELPHI AUTOMOTIVE PLC 5725 DELPHI DR. MI 48098	Requestor		aptiv.ap.us@aptiv.com	Non-Physical (Service, Shipping) Tooling
US 2530	DIRECT	DELPHI AUTOMOTIVE PLC 5725 DELPHI DR. MI 48098	Self-Billing	Send to local Plant Contact	aptiv.ap.us@aptiv.com	Physical / Material Send Packaging Slip / Bill of lading (no invoice needed)



Country Site(s)	Plants	Company Name and Address (to appear on Invoice)	Send Soft Copy invoices to	Send Hard Copy invoices to	AP Helpdesk contact details	Special notes
US 2650	DIRECT	APTIV Services US, LLC Signal and Power Solutions - Tijuana 5725 Innovation Drive, MI 48098	Self-Billing	Send to local Plant Contact	aptiv.ap.us@aptiv.com	Physical / Material Send Packaging Slip / Bill of lading (no invoice needed)
US 2650	INDIRECT	APTIV Services US, LLC Signal and Power Solutions - Tijuana 5725 Innovation Drive, MI 48098	Requestor	Send to local Plant Contact	aptiv.ap.us@aptiv.com	Non-Physical (Service, Shipping) Tooling



REMITTANCE ADVICE NOTES

Remittance Advice Notes are sent directly from Aptiv's ERP system (SAP) in the moment of finalizing the process in the SAP system and forwarding payment instruction to Aptiv's bank, and have the following form:

- Remittance Advice Notes are sent from the generic mailbox: Payment.Advice@Aptiv.com
- The subject of the email is standard: 'Payment Advice from Aptiv'
- The e-mail is supplied with a PDF document which contains Payment Details such as: the booking number in Aptiv's system, the number of supplier's document, the date of supplier's document and the amount paid by Aptiv
- Communication is maintained in English

Since Remittance Advice Notes are sent from the generic mailbox Payment.Advice@Aptiv.com it may happen that they end up in the Spam box. In such case, the supplier must mark the address as trusted, so that the next time Remittance Advice Notes are delivered correctly to the main mailbox.

Please note that Payment.Advice@Aptiv.com mailbox is not intended to receive/respond; our Help Desk emails remains unchanged for any further question you would have.

Suppliers can contact Aptiv's AP Helpdesk team to confirm and update email addresses to be used when Remittance Advice Notes are sent.

ADDITIONAL COUNTRY SPECIFIC INVOICING REQUIREMENTS & LOCAL LANGUAGE INFORMATION

China

In all cases the following requirements apply to PDF & hard copy invoices. Failure to comply with these requirements may result in payment delays and/or return of invoices to Suppliers.

所有电子及纸质发票应包含以下信息并符合以下要求，否则可能会导致付款延迟和/或将发票退回供应商。

1. Vendor Legal Name.
供应商法定名称
2. Vendor's Registered Address.
供应商注册地址
3. Vendor's Tax Identification Number.
供应商税号
4. Vendor's invoice number. It is preferred that this number does not contain any special characters such as -, /, _, etc.
供应商发票号码，该号码最好不要包含任何特殊字符，如-、/、_ 等。
5. Invoice date. Accurate invoice date and within 5 days of invoice submission date.
发票日期，确保日期准确并在开票后 5 日内寄送。
6. Correct Aptiv customer (Bill-To) name and Aptiv GST/VAT/Tax Identification number.
正确的 Aptiv 公司（付款单位）名称和税号。
7. Aptiv Purchase Order / Schedule Agreement number

APTIV 采购订单号/发运合同编号

(a) Aptiv requires Purchase Orders / Schedule Agreements for all goods and services. Aptiv Purchase Orders are available as PDF documents. If you do not receive this, please request one from the person placing the order.

Aptiv 要求所有货物和服务都要有采购订单/发运合同，Aptiv 采购订单以 PDF 文档的形式提供，如果您没有收到，请向相关联系人索取。

(b) One Purchase Order number ONLY per invoice.

一张发票对应一个采购订单号

8. Delivery Note number on invoices for goods.
发票备注对应的货物发运编号
9. Description of the goods or services. Where possible, the same description as on the Purchase Order should be used.
商品或服务描述，在可能的情况下，应使用与采购订单上相同的描述
10. Quantity of the goods or services. This should match the delivered quantity.
货物或服务的数量，应与发运数量相符
11. Unit of measurement. In the same units as the Purchase Order.
计量单位，应与采购订单一致
12. Unit price. In the same currency as the Purchase Order.
单价，币种应与采购订单一致
13. Total amount excluding tax. In the same currency as the Purchase Order.
未税金额，币种应与采购订单一致
14. Tax amount. In the same currency as the Purchase Order.

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- 税额，币种应与采购订单一致
15. Total amount including tax. In the same currency as the Purchase Order.
含税金额，币种应与采购订单一致
16. Shipment number. For freight and custom charges.
运费和关税相关费用要注明发运单号
17. Delivery address. The address to which goods are delivered or at which services are provided. Note 发票上要写明货物发运或服务提供地址，并注意以下事项：
- (a) Invoices should not include additional charges that are not on the Purchase Order. If there are additional charges, please agree a billing procedure with the Aptiv contact, request an additional Purchase Order and invoice separately.
发票不应包括采购订单上未列出的额外费用。如果有额外费用，请与 Aptiv 联系人商定计费原则，单独申请额外的采购订单，并单独开具发票。
- (b) Only invoices will be paid. Statements, delivery tickets, pro-forma invoices or other documents will not be processed for payment without prior approval from Aptiv.
APTIV 仅依据发票付款。未经 Aptiv 事先批准，对账单、送货单、形式发票或其他单据不会被处理并安排付款。
- (c) In certain countries, supplier invoices may be required to include additional information. Suppliers are expected to understand and follow applicable invoice format requirements.

在某些国家，供应商发票可能需要包含附加信息，供应商应理解并遵循适用的发票格式要求。

公司名称	税号/社会信用代码	地址	电话	开户行	银行帐号
安波福电子（苏州）有限公司	9132059475393991XQ	苏州工业园区长阳街 123 号	0512-62831888	德意志银行（中国）有限公司上海分行	3540275015
安波福中央电气（上海）有限公司	91310000679379765J	上海市嘉定区安亭镇园国路 200 号	021-59562200	德意志银行（中国）有限公司上海分行	404362-3540259015
安波福中央电气（上海）有限公司武汉分公司	91420100MABTUKLM57	武汉市经济技术开发区车城东路 10 号创思汇科技大厦 21 楼		中国农业银行武汉东风支行	17071601040006560
安波福连接器系统（南通）有限公司	913206125855832554	江苏省南通市通州经济开发区河滨路 9 号	0513-85363758	德意志银行（中国）有限公司上海分行	3542859015
安波福（中国）投资有限公司	913100007109208644	中国（上海）自由贸易试验区德林路 118 号 3 幢 1 层	021-28968866	德意志银行（中国）有限公司上海分行	3511631015
安波福（苏州）企业管理有限公司	91320594MA7L3K819U	中国（江苏）自由贸易试验区苏州片区苏州工业园区长阳街 123 号 STC 办公楼二楼	0512-62636666	德意志银行（中国）有限公司上海分行	3597671015
安波福（中国）科技研发有限公司	91310000756988821C	中国（上海）自由贸易试验区德林路 118 号	021-28968866	德意志银行（中国）有限公司上海分行	3540242015
安波福连接器系统（武汉）有限公司	91420100MADN44MUX1	湖北省武汉市武汉经济技术开发区军山街凤亭北路 18 号	15021209310	德意志银行(中国)有限公司上海分行	3518339015
安波福连接器系统（盐城）有限公司	91320900663276681M	江苏省盐城市盐南高新区赣江东路 1 号	0515-89905001	德意志银行（中国）有限公司上海分行	3594348015
安波福（常熟）汽车技术研发有限公司	91320581MAE233PWX9	常熟市东南街道云深路 2 号	021-20804688	德意志银行（中国）有限公司上海分行	3511540015