



Dear Sender,

Please notice that this is a **No-Reply mailbox** dedicated only for sending **invoices/credit notes in PDF format**.
TE will not read your e-mail text.

To ensure fast invoice processing in the TE system, check the **requirements** that must be met, listed below.
To check the status of your invoices, visit the TE Supplier Portal: <https://supplier.te.com>.
For other AP-related questions, please contact the AP Service Desk Team. Contact details can be found in the table at the bottom of this e-mail.

TE invoice requirements:

- Only invoices/credit notes in **PDF format** are acceptable.
- **One PDF file** must contain **only one invoice/credit note**. Multiple documents in one PDF file will not be processed.
- A valid **TE PO number** must be provided on all submitted invoices/credit notes.
- Issue only **one invoice for one PO**. Invoices containing multiple POs will not be accepted for processing.
- If a TE PO number has not been received, the invoice/credit note must contain the TE requestor's name/contact details or PR number.
- Do not send other documents (e.g. order confirmations, shipping notices, packing lists, vendor statements, etc.) to this mailbox, they will not get processed.
- Each e-mail can contain multiple PDF invoice files, but no more than 20 files.
- A single PDF file must not exceed 7 MB, and an e-mail must not exceed 15 MB.
- Acceptable page size equal to or smaller than A4 or letter size.
- Encrypted, password-protected or zipped PDF files will not be processed.
- Once you submit invoices by e-mail, stop sending hard copy invoices by postal mail or any other method.

If the above requirements are fulfilled your invoices/credit notes will be paid according to the agreed payment terms.

Thank you for providing Services and Goods to TE! Every Connection counts!

Billing address	VAT ID Number	PDF invoice dispatch	AP Service Desk e-mail	AP Service Desk phone
TE Connectivity Australia Pty Ltd UNIT 2/3 CORELLA CLOSE BERKELEY VALE NSW 2261 AUSTRALIA	56000129573	invoice.1147@te.com	Helpdesk.ChinaFSSC@te.com	+61 03 9271 5290
TE Connectivity Australia Pty Ltd SUITE 501, LEVEL 5, 3 THOMAS HOLT DRIVE MACQUARIE PARK NSW 2113 AUSTRALIA	56000129573	invoice.1147@te.com	Helpdesk.ChinaFSSC@te.com	+61 03 9271 5290

TE Connectivity Australia Pty Ltd Chadstone Business Centre Level 2 1341 Dandenong Road Chadstone AUSTRALIA	56000129573	invoice.1147@te.com	Helpdesk.ChinaFSSC@te.com	+61 03 9271 5290
TE Connectivity Australia Pty Ltd 15 William Street Melbourne VIC AUSTRALIA	56000129573	invoice.1147@te.com	Helpdesk.ChinaFSSC@te.com	+61 03 9271 5290
Tyco Electronics Austria GmbH Leopold-Ungar- Platz 2 / Square One 1. Stock, Stiege 2 A-1190 Wien AUSTRIA	ATU19092407	invoice.0404@te.com	apdepartment.at@te.com	+43 2842 90 560 2045
TE Connectivity Belgium Siemenslaan 14 8020 OOSTKAMP BELGIUM	BE0465547738	invoice.1068@te.com	apdepartment.be@te.com	+32 16 351 080
TYCO ELECTRONICS CANADA ULC 525 Cochrane Drive, Suite 203 MARKHAM ONTARIO L3R 1E1 CANADA	100194992RT000 1	invoice.0392@te.com	apdepartment.us@te.com	+1 717 986 7653
Tyco Electronics Czech s.r.o. K AMP 1293 66434 Kurim CZECH REPUBLIC	CZ48910791	invoice.0413@te.com	apdepartment.cz@te.com	+420 541 162 303
Tyco Electronics EC Trutnov S.r.o. Komenskho 821 54101 Trutnov CZECH REPUBLIC	CZ47455403	invoice.1104@te.com	apdepartment.cz@te.com	+420 541 162 303
TE Connectivity (Denmark) ApS Strandvejen 2900 Hellerup DENMARK	DK21489999	invoice.2392@te.com	apdepartment.nordics@te.com	
Tyco Electronics Finland Oy Konlantine 00390 Helsinki FINLAND	FI01065105	invoice.0417@te.com	apdepartment.nordics@te.com	
TYCO ELECTRONICS FRANCE SAS 1 rue Ampère 95300 PONTOISE FRANCE	FR94628200222	invoice.0425@te.com	apdepartment.fr@te.com	+33 1 3420 8993
TYCO ELECTRONICS SIMEL SAS 1 RUE PAUL MARTIN 21220 GEVREY-	FR38017050410	invoice.0436@te.com	apdepartment.fr@te.com	+33 1 3420 8993

CHAMBERTIN FRANCE				
TE Idento SAS 1 RUE DU PORT 38120 SAINT EGREVE FRANCE	FR74414833939	invoice.1178@te.com	apdepartment.fr@te.com	+33 1 3420 8993
COMPAGNIE DEUTSCH DISTRIBUTION SAS 17 RUE DE LAVOISIER 27091 EVREUX CEDEX FRANCE	FR90444638035	invoice.3012@te.com	apdepartment.fr@te.com	+33 1 3420 8993
CONNECTEURS ELECTRIQUES DEUTSCH SAS 17 RUE DE LAVOISIER 27091 EVREUX CEDEX FRANCE	FR40389470303	invoice.3014@te.com	apdepartment.fr@te.com	+33 1 3420 8993
CARRIER KHEOPS BAC 1 Rue Ampère 95300 Pontoise FRANCE	FR16552033565	invoice.3015@te.com	apdepartment.fr@te.com	+33 1 3420 8993
TE Connectivity Sensors France 4 RUE GAYE-MARIE 31300 TOULOUSE FRANCE	FR54418929725	invoice.2341@te.com	apdepartment.fr@te.com	+33 1 3420 8993
TE Connectivity Sensors France Holding 4 RUE GAYE-MARIE 31300 TOULOUSE FRANCE	FR49311711808	invoice.2339@te.com	apdepartment.fr@te.com	+33 1 3420 8993
Tyco Electronics Group S.A. 1 rue Ampère 95300, Jules César, Pontoise FRANCE	FR93813119211	invoice.2411@te.com	apdepartment.fr@te.com	+33 1 3420 8993
TE Connectivity Germany GmbH Ampèrestraße 12- 14 64625 Bensheim GERMANY	DE113529821	invoice.0406@te.com	apdepartment.de@te.com	+49 89 60 89 688
Tyco Electronics Raychem GmbH Finsinger Feld 1 85521 Ottobrunn GERMANY	DE129446185	invoice.0973@te.com	apdepartment.de@te.com	+49 89 60 89 688

TE Connectivity Sensors Germany GmbH Hauert 13 44227 Dortmund GERMANY	DE124727383	invoice.2343@te.com	apdepartment.de@te.com	+49 89 60 89 688
Hirschmann Car Communication GmbH Stuttgarter Strasse 45-51 72654 Neckartenzlingen GERMANY	DE814212629	invoice.2458@te.com	apdepartment.hirschmann-de@te.com	+49 6915 3259 4013 2
TE Connectivity KISSLING Products GmbH Bohland 16 72218 Wildberg GERMANY	DE353165506	invoice.2481@te.com	apdepartment.kissling@te.com	+49 6915 3259 4013 0
Tyco Electronics Hungary Kft. 2500 Esztergom AMP utca 2. HUNGARY	HU11185871	invoice.0412@te.com	apdepartment.hu@te.com	+36 33540 523
Hirschmann Car Communication Kft. CSORVASI UT 35 5600 BEKESCSABA HUNGARY	HU10586970	invoice.2456@te.com	hhu-financial@te.com	+36 66621-444
Deutsch India Power Connectors P. Ltd #104, Prestige Omega, EPIP Zone, 1st Phase, Whitefield Road 560066 Bangalore INDIA	27AABCT7374C1Z B	invoice.3013@te.com	apdepartment.in@te.com	
TE Connectivity India Pvt Limited Gut No 1122,1129,1140,12 95,1296 Village Shirwal, Taluka Khandala District Satara - 412801, Maharashtra INDIA	27AABCT7374C1Z B	invoice.0464@te.com	apdepartment.in@te.com	
TE Connectivity India Pvt Limited Survey No. 166/3, GUT No. 95, Kesnand Village, Wagholi-Rahu Road, 412207 PUNE INDIA	27AABCT7374C1Z B	invoice.0464@te.com	apdepartment.in@te.com	

TE Connectivity India Pvt Limited 22 B, TE Park, Phase, 2, Whitefield Main Rd, Doddanakundi Industrial Area 2, EPIP Zone, Bengaluru,560048 Karnataka INDIA	27AABCT7374C1Z B	invoice.0464@te.com	apdepartment.in@te.com	
TYCO ELECTRONICS IRELAND LIMITED Blanchardstown Corporate Park Unit 6 Block 8 Dublin 15 IRELAND	IE4607470H	invoice.0434@te.com	apdepartment.uk@te.com	+44 179 357 2442
MEAS Ireland (Betatherm) Limited Unit 201 Ballybrit Business Park Galway IRELAND	IE4754682V	invoice.2346@te.com	apdepartment.ie-meas@te.com	+ 353 91 705946
TE Connectivity Ireland Limited International Science Centre Block 1 National Technology Park (UL Campus)V94 C61W, Castletroy IRELAND	IE3385090JH	invoice.2428@te.com	apdepartment.uk@te.com	+44 179 357 2442
TE Connectivity Ireland Limited Unit B Block 1 Shannon Business Park Shannon Co. Clare V14 FP57 IRELAND	IE3385090JH	invoice.2428@te.com	apdepartment.uk@te.com	+44 179 357 2442
Creganna Medical Ireland Limited Parkmore West H91 VN2T Galway IRELAND	IE3516309MH	invoice.2451@te.com	apdepartment.ie-creganna@te.com	35391474460
Creganna Unlimited Company Parkmore West H91 VN2T Galway IRELAND	IE6344172D	invoice.2452@te.com	apdepartment.ie-creganna@te.com	35391474460
TE Connectivity Italia S.r.l. Corso Fratelli Cervi 15 10093 Collegno (TO) ITALY	IT11910920013	invoice.0793@te.com	apdepartment.it@te.com	+39 011 4031023

TE Connectivity Italia S.r.l. S.U. Zona Industriale 66050 San Salvo (CH) ITALY	IT11910920013	invoice.0793@te.com	apdepartment.it@te.com	+39 0873 545201
TE Connectivity Italia Distribution S.r.l. Corso Fratelli Cervi 15 10093 Collegno (TO) ITALY	IT00482680014	invoice.0792@te.com	apdepartment.it@te.com	+39 0873 545201
TE Connectivity Morocco SARL Zone Franche Logistique Tanger Med Lot 130 90 000 TANGER Morocco	000060478000089	invoice.2183@te.com	apdepartment.mo@te.com	+212 531 062 736
TE Connectivity Nederland BV Rietveldenweg 32 5222 AR 's- HERTOGENBOSCH NETHERLANDS	NL001518215B01	invoice.0407@te.com	apdepartment.nl@te.com	+31 73 62 46 333
Tyco Electronics NZ Limited 14 MARY MULLER DRIVE HILLSBOROUGH CHRISTCHURCH 8022 NEW ZEALAND	031-754-453	invoice.0468@te.com	Helpdesk.ChinaFSSC@te.com	+64 09 634 9935
Tyco Electronics NZ Limited 5/135 CRYERS ROAD EAST TAMAKI AUCKLAND 2013 NEW ZEALAND	031-754-453	invoice.0468@te.com	Helpdesk.ChinaFSSC@te.com	+64 09 634 9935
SEACON Precision Subsea AS Merdeveien 3676 Notodden NORWAY	NO893136282	invoice.2312@te.com	apdepartment.nordics@te.com	
TE Connectivity Norge AS Espehaugen 33 5258, Blomsterdalen NORWAY	NO942897375	invoice.2351@te.com	apdepartment.nordics@te.com	
Tyco Electronics Polska Sp. z o.o. ul. Cybernetyki 19 02-677 Warszawa POLAND	PL7781001824	invoice.0410@te.com	apdepartment.pl@te.com	+48224179400

TE Connectivity Poland Services Sp.zoo Wielicka 28 B 30-552 Krakow POLAND	PL5213816780	invoice.2464@te.com	apdepartment.pl@te.com	+48224179400
TE Connectivity Industrial Poland sp. z o.o. ul. Grunwaldzka 38 84-351 Nowa Wies Leborska POLAND	PL1130117362	invoice.2473@te.com	apdepartment.pl@te.com	+48224179400
TYCO ELECTRONICS COMPONENTES ELECTROMECHANICO S, LDA ESTRADA DE ALMEIRIM, APARTADO 55 EVORA, 7006-801 PORTUGAL	PT501486429	invoice.1069@te.com	apdepartment.pt@te.com	+351 266 740 225
TE Connectivity Sensors Solutions SRL Room 108, 1st Floor DJ691 KM 7+142, Dumbravita, Timis ROMANIA	RO38546892	invoice.2460@te.com	apdepartment.ro@te.com	
Tyco Electronics Singapore PTE LTD 83 Clemenceau Avenue #06-01 UE Square 239920 Singapore SINGAPORE	199605755G	invoice.1914@te.com	Helpdesk.ChinaFSSC@te.com	+65 65905386
TE Connectivity Slovakia s.r.o. P. Hostinskeho 5226/38 979 01 Rimavska Sobot SLOVAKIA	SK2020074892	invoice.2485@te.com	apdepartment.sk@te.com	+420 499 909 700
TE CONNECTIVITY SA (PTY) LTD 7 CARAVELLE STREET WALMER INDUSTRIAL 6070 PORT ELIZABETH SOUTH AFRICA	4150269597	invoice.2381@te.com	yolandef@te.com lorained@te.com	
TE Connectivity Spain, S.L.U. Tordera, 6 - Pol. Ind. Pla d'en Coll 08110 Montcada i Reixac (Barcelona) SPAIN	B08185068	invoice.0439@te.com	apdepartment.es@te.com	+34 932910606

Jaquet Technology Group AG Kunimattweg 14 4133 Pratteln SWITZERLAND	CHE-116.347.444	invoice.2437@te.com	apdepartment.ch@te.com	+41 714 470 999
TE Connectivity Solutions GmbH Mühlenstrasse 26 8200 Schaffhausen SWITZERLAND	CHE-116.347.444	invoice.1151@te.com	apdepartment.ch@te.com	+41 714 470 999
TE Middle East Fze Lease Office Building No 15, Office No 309, Post Box 17995 Jebel Ali Free Zone UNITED ARAB EMIRATES	10035723000000 3	invoice.1337@te.com	Keerthi.Achu@te.com	
Seacon (Europe) LTD Tyco Electronics UK Ltd Seacon House, Hewett Road NR31 0RB Great Yarmouth UNITED KINGDOM	GB460340971	invoice.2313@te.com	apdepartment.uk@te.com	+44 179 357 2442
Tyco Electronics UK Ltd Finance Service Centre Faraday Road, Dorcan, SN3 5HH , Swindon UNITED KINGDOM	GB681471425	invoice.0433@te.com	apdepartment.uk@te.com	+44 179 357 2442
TE Connectivity- US PO Box 3608 17105 Harrisburg USA PA	23-0332575	invoice.0048@te.com	teconap.us@te.com	+1 717 986 7653
Brantner & Associates Inc Gillespie Way SAN DIEGO 92020 El Cajon USA CA		invoice.2311@te.com	teconap.us@te.com	+1 717 986 7653
Howard A Schaevitz Technologies Inc 7300 US Route 130 North, Bldg #22 08110 Pennsauken, NJ USA	22-3341130	invoice.2317@te.com	teconap.us@te.com	+1 717 986 7653
Measurement Specialties, Inc 1000 Lucas Way 23666 Hampton USA VA	22-2378738	invoice.2328@te.com	teconap.us@te.com	+1 717 986 7653
WEMA AMERICAS LLC 1000 Lucas Way 23666 Hampton USA VA	22-2378738	invoice.2331@te.com	teconap.us@te.com	+1 717 986 7653

Ladd Distribution LLC 4849 Hempstead Station Drive 45429 Kettering USA OH	23-0332575	invoice.3022@te.com	teconap.us@te.com	+1 717 986 7653
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