



Dear Supplier,

This is to confirm that we have received your E-Mail accordingly. We will verify the content of this e-mail, and if a proper invoice was attached and all relevant information is matching to TE's Purchasing Document, a release for payment will be made within the agreed terms.

To ensure automated and fast invoice processing in TE's systems, the following requirements must be met:

- **Invoice requirements:**
 - Please print the correct Invoice To address on your invoice as mentioned on the related Purchasing Document – see table below
 - A valid and matching TE Purchasing Document Number must be mentioned on all Invoice documents submitted
 - Please send each invoice only once. Multiple submission of the same invoice will create delays as additional verifications will be required
 - Once you have started to apply the invoice submission by E-Mail, please stop sending hard copy invoices by postal mail or any other method
- **Choose the correct E-Mail Address by TE Company/Entity:**
 - The correct E-Mail Address to use for your PDF-Invoice E-Mail will always be mentioned on related Purchasing Document, in addition we have listed all matching e-mail/invoice addresses below for TE entities which are able to use this process as of today
 - Your e-mail should not exceed 15 MB of size.
- **PDF requirements:**
 - Each PDF file can only include one invoice. If one PDF file includes more than one invoice, it will not be accepted for processing.
 - Each E-Mail message may contain multiple different attachments of PDF Invoice files
 - Please only send Invoice documents related to TE Purchasing Documents to this e-mail address. All other documents will be ignored or create delay due to additional clarification required
 - Make sure that your PDF invoice does not contain an empty page
- **Payment status – Vendor self-service:**
 - Check your payment status in TE's Supplier Portal (<https://supplier.te.com>) "Check Invoice Status" application
 - For other payment status related questions please find below in column "Support" the Service E-Mail and Service Phone Number to contact TE's Accounts Payable department directly

If you can fulfil all the above requirements for invoices, please send them to the following E-Mail address:

Invoice To NAME & ADDRESS	Country	E-Mail Address for PDF Invoice	Support: Accounts Payable Department Service E-Mail Address	Support: Accounts Payable Department Service Phone	VAT/TAX ID Number
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