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TE Connectivity offers you to send your invoices electronically as a PDF file via E-Mail.

Once received, we will verify the content of this e-mail, 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. Please find below some guidelines as well as additional TE locations offering this automated PDF Invoice Service.

For your information and to ensure automated and fast invoice processing in our scanning system is working properly, the following requirements must be met:

- The correct E-Mail Address to use for your PDF-Invoice E-Mail will always be mentioned on a Purchasing Document and is mentioned below
- A valid and matching TE Purchasing Document Number must be mentioned on all Invoice documents submitted
- The invoice sent by e-mail must be in a valid PDF format
- Each PDF file should include one invoice only. If one PDF file includes more than one invoice, it will not be accepted for processing
- Each E-Mail message may contain multiple PDF files
- Please send only invoices billed to the address which are linked with the proper Invoice PDF E-Mail Address – see table below. Not matching invoices will be rejected
- 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
- For any payment and invoice related question which cannot be clarified using TE's Supplier Portal (<https://supplier.te.com>) "Check Invoice Status" application, 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:

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