

Changes in the Invoices Validation Process

Dear supplier,

As a valuable business partner for TE Connectivity AMP España, S.L.U., a TE Connectivity Group Company ('TE'), we want to alert you to changes in our invoices validation process.

These changes have been designed to standardize such process by eliminating potential differences between purchase order and invoice, and ensuring our payments on time.

With the introduction of these improvements, TE requests suppliers to adhere to the following guidelines for all invoices:

1. **Invoices must include Purchase Order (PO) number:**
PO number must appear printed (never handwritten) in the invoice.
In the exceptional case of a service, you might miss our PO number; in this case you should indicate name and last name of the employee from our Company who requested the service, and his/ her cost centre number as well (5 digits).
2. **One invoice by PO:**
It will not be accepted any invoice grouping more than one PO.
3. **Difference between invoice and PO:**
Any difference between the invoice and the PO will motivate invoice rejection.
If there are any additional costs to be invoiced (e. g. freight, special packaging, etc.), you must obtain a valid PO number and include them in a new invoice.

Please note that any invoice which does not meet the mentioned requirements will be returned, with the possible consequence of payment subject to correct invoice issuance and reception.

These conditions are part of TE's Global Terms & Conditions of Purchase which can be reviewed at the Supplier Portal: <https://supplierportal.te.com>

Furthermore, this new process will allow you to know at any time in which situation is your invoice, by consulting the mentioned TE Supplier Portal.

Additionally, you may ask information on your invoice status, preferably by e-mail to this address: apdepartment.es@te.com, or alternatively calling by phone to the following number in case you call from Spain: +34 932910606

For non Spanish suppliers, we count on below telephone numbers:

Country	Tel. Number	Country	Tel. Number
Belgium	+32 16351080	Switzerland	+41 714470999
Germany	+49 896089688	UK	+44 1793572442
Netherlands	+31 736246333	USA	+1 7179867653
Czech	+420541162303	Spain	+34 932910606
Hungary	+36 33 540 523		



These communication channels should be used only for consultations on your invoice status; any other aspects must be directed to your usual contact at our Purchasing Department.

We expect to count on you as we introduce these new contacts and processes, which will be operational from 13th May. You may continue working in the meantime with the usual contacts and processes.

In case you wish to send your invoice electronically, or prefer to work by using the self-invoicing method, please contact with apdepartment.es@te.com

We count on your collaboration to implement these changes, and would like to take the opportunity to thank you for your help, which will contribute to the success of this project.

Sincerely,

TE Connectivity AMP España, S.L.U.

Carlos Bartés
Controller

Francesc Pascual
Purchasing Manager