



Date: 31 Jan 2013

**RE: Changes to TE Connectivity's Procure to Pay Policy**

Dear Supplier,

As a valuable business partner to **Tyco Electronics Raychem GmbH**, a TE Connectivity Group Company ('TE'), we want to alert you to changes to our Procure to Pay (P2P) policy. These changes have been designed to improve the timeliness and accuracy of TE's invoice management and payment processes.

With the introduction of these new processes, TE is requesting that suppliers adhere to the following guidelines for all invoices:

1. To facilitate Optical Character Recognition, all the required information indicated below must be printed on your invoice and not hand-written.

Purchase Order (PO) Invoices must include:

- TE's PO Number, Order Date and PO-Line Number (If you do not receive a PO number, please ask your TE Requestor for an Order Identifier Number)
  - TE Item Number / Part Number
  - Item Description consistent with the Item Description on PO
  - Your TE Account Number as mentioned on PO
2. To fulfill all necessary requirements consistent with current VAT legislations in Europe or Sales Tax in the United States – including VAT and Sales Taxes – all tax amounts must be identified as separate line items.
  3. Additional Requirements:
    - In case of hard copy invoices, each PO must be invoiced separately.
    - If there are any additional item costs in your invoice (e. g. freight, special packaging etc.), you must hold a valid TE PO or agreement stating that such items are to be provided at an additional cost. In that event, all additional item costs should then be invoiced as separate line item(s). Failure to clearly identify charges will cause an invoice to be considered inaccurate and all amounts other than an item purchase price or service fee will be charged back to you and payment made only for the items on the TE PO.

**Please note that any invoice received without a Purchase Order number or an Order Identifier Number will be returned to you for completing any missing information required to process your invoice. This may result in payments being delayed until the invoice is re-submitted with the required information.**

We ask for your understanding when invoices not meeting any of the above-mentioned requirements are returned for correction in accordance with TE's Global Terms & Conditions of Purchase which can be reviewed at <https://supplierportal.te.com/>

**Supplier Requirements and Expectations**

**TE Global Terms and Conditions of Purchase**

Standard terms and conditions for all TE Entities worldwide.



Furthermore, in line with our Terms & Conditions, the base-line date for commencing payment date computation, including early payment discounts, will begin from the date when the correctly completed invoice is actually received by TE. If the TE goods received date is after the invoice received date, then the later date will be the base-line date.

Further requirements regarding invoicing are as follows:

- The invoices must be **issued** on the following business address:  
Billing Address: **Tyco Electronics Raychem GmbH**  
Finsinger Feld 1  
85521 Ottobrunn, Germany  
VAT ID No. DE129446185
- Self-billing / electronic invoices is the preferred mode of invoice settlement.
- If you submit electronic invoices, please do not send hard copies as well.
- Invoices will have to be sent as mentioned below in original hard copy. We will separately inform you about electronic invoicing in pdf format. Please send invoices by one medium only – either hard copy or by email – but not both.
- Fax copies will no longer be accepted.
- All hard copy invoices must be **sent** to the following address:  
Mailing address: **Tyco Electronics Raychem GmbH**  
c/o Tyco Electronics AMP GmbH  
Accounts Payable - FSSC  
Pfnorstrasse 1  
64293 Darmstadt, Germany

You can check the status of your invoice on TE’s Supplier Portal <https://supplierportal.te.com>.

Invoice status inquiry could additionally be directed to **email id:** [apdepartment.de@te.com](mailto:apdepartment.de@te.com) (preferred method) or to any of the telephone numbers mentioned below:

Country	Phone Number	Country	Phone Number
Belgium	+32 16351080	Switzerland	+41 714470999
Germany	+49 896089688	United Kingdom	+44 1793572442
Netherlands	+31 736246333	United States of America	+1 7179867653

If you’d like to submit invoices electronically or agree to self-billing (Evaluated Receipts Settlement) please contact us at the email mentioned above. Procurement inquiries should be directed to the respective Buyer or Requestor as per the PO.

We look forward to partnering with you as we introduce these new contact points and processes. All new contact points and processes will be operational from **04 February 2013**, onwards. Prior to these new details taking effect please continue to use the existing contact details and procedures.

We are looking forward to working with you to implement these changes and would like to take this opportunity to thank you very much for your cooperation and support in making this a success.

Sincerely,

Jodi Hoagland  
Director, Global Procurement Business Process & TE Operating Advantage