

30-Sep-2009



**Invoice Guidelines for Supplier Partners**



**Invoice Guidelines for Supplier Partners**

*Revised July 31, 2009*



## **Invoice Guidelines for Supplier Partners**

### **1. Invoice Requirements**

Supplier invoices submitted to Exide Technologies “**must**” include the information contained in this document. These guidelines are being implemented to establish a more efficient and cost effective means of transacting business. We thank you in advance for your adherence to these guidelines as they are needed to ensure proper and timely processing of invoices.

### **2. Supplier Number**

Each supplier is assigned a unique supplier number. A valid supplier number must be referenced on all documents submitted to Exide Technologies and included on the invoice. This number is cited on your Purchase Order or obtained through contacting a Purchasing representative.

### **3. Invoice Number**

You, the supplier, assign this number, to uniquely identify each invoice. This is the number that will be referenced on the remittance advice when payment is made. Care must be taken to avoid repeating invoice numbers. If possible, avoid using non-alphanumeric characters as part of your invoice number. Exide Technologies does not accept duplicate invoice numbers. Please audit and verify your past invoice records to ensure unique invoice number submissions.

### **4. Invoice Date**

This is the issue date of the invoice and should be the date of shipment of goods or the completion of services. The invoice date must be referenced on the invoice.

### **5. Purchase order number**

You are required to receive a Purchase Order for all direct materials. You may receive a Purchase Order for all other types of goods and services. A valid purchase order (PO) number (when provided or previously referenced as part of the transaction) is required to be referenced on the invoice.

If you do not usually receive a PO from Exide and business is usually conducted using invoices without PO's, a PO number is not required.

### **6. Unit Price**

The unit price on your invoice must agree with the unit price on the Exide Purchase order for each line item.

### **7. Quantity and Unit of Measure**

The unit of measure on your invoice must be identical to that stated on your Exide Technologies Purchase Order and the quantity can not exceed that on the PO. Please audit and verify that the measurement agrees with your shipment/services. If these do not match, please contact your buyer and ensure the exact match.

### **8. Total Invoice Price**

This amount includes line value plus purchase deviation, freight and any other incremental costs. Please verify and audit that your total calculated amount is accurate prior to submitting invoices.

### **9. Order Release Number**

Use only if a different release number applies to a specific item number. Note: The release number is mandatory for blanket purchase orders.

### **10. Ship-To Location Name (and/or code)**

All invoices must show the ship to location address name (and/or code) exactly as it appears on the Purchase Order or as provided by the Purchasing Representative.

### **11. Buyer Name & e-Mail address**



**Invoice Guidelines for Supplier Partners**

Your invoice must reference the Exide buyer name & e-mail address. This name & e-mail should be shown exactly as it appears on the Purchase Order or as provided by the buyer if it is a non-PO purchase.

**12. Part Number/Item Number**

The Exide Technologies assigned part number/item number is required to be referenced on your invoice for all direct materials. For all other goods and service, your manufacturers part number/item number should be referenced.

**13. Line Number**

Each line number on your invoice must reference the corresponding Exide Technologies Purchase Order line/s, item or part number exactly as it appears on the PO. Please audit and verify that line numbers coincide and are referenced appropriately. Exide Technologies will only accept a Purchase Order line item to be invoiced one (1) time on each invoice. And, invoices with line numbers from multiple Exide Technologies Purchase Orders will not be accepted.

**14. Receipt of Goods/Services**

Exide Technologies must validate receipt of goods or completion of services prior to the processing of any invoice. Please ensure that valid documentation is supplied to Exide.

**15. Electronic Invoicing**

Suppliers who have been identified for e-Invoicing must should submit all of their invoices electronically.

**16. Centralized Mailbox**

Suppliers who have been identified to continue to mail paper invoices to a centralized mailbox or e-fax must route all invoices to the Exide designated mailbox addresses. Please contact your Purchasing representative if you any questions regarding where to submit invoices.

**17. Additional Charges (i.e. surcharges, price deviation, cost charges, tax)**

Additional charges must be noted on an Exide Technologies Purchase Order or authorized by a Purchasing Representative. If these charges are not noted on the Purchase Order, they must be invoiced separately from goods and services. All line items on your invoice must match those noted on the Exide Technologies Purchase Order.

**18. Invoice Payment Terms**

Your invoice must reference invoice payment terms noted on the Exide Purchase Order or per agreement prior to placing non-PO orders.

**19. Tax**

Exide expects that all suppliers to apply relevant city, county, state and federal specific tax rules & regulations on their invoices. It is mandatory for Supplier partners to ensure that Exide has their current and most recent Tax ID's and/or Tax clearance certificates as applicable. Accurate tax information is important for Exide to process your invoice without delays. Please consult with your buyer (or location controller) to ensure that your tax settings are accurate in our systems.