



Smarter Procurement Together

Faurecia Invoice Chart
for Indirect Purchasing
Suppliers



Indirect Purchasing Supplier invoice chart:

- Avoid administrative burden on invoice reception and processing

→ **Invoices efficiently processed and timely paid.**

Digital Invoices
is faster verified



Faurecia Indirect Purchasing (IdP) Invoice Chart aims at clarifying the administrative rules that ensures a correct and smooth processing of invoices done on closed orders.

Faurecia is developing worldwide Global Business Services to support Procure to Pay activity amongst others. Faurecia is also transforming its digital landscape particularly via Ariba implementation, that will cover all Procure to Pay activity from sourcing activity, until invoice integration and payment information.

Hence, as a Faurecia supplier, you must comply with the requirements presented in this chart, to comply with Faurecia transformation targets and to optimize purchase order transmission and invoice integration and payment:

- **The main intention of this chart is to avoid administrative burden and payment delays caused by an incorrect billing process or neglectation of the basic Procure to Pay rules.**
- **Complying with Faurecia Invoice chart is consequently a mandatory requirement that will in first place benefit to Faurecia suppliers**

Consequently, please consider all the pre-requisites and guidelines described in this present document.

Shall you have any additional question, please do not hesitate to contact your corresponding Faurecia Supplier Account Manager or Account Payables departments usual contact points.

Invoicing mandatory rules:

Noncompliance with below rules might cause punctual invoice processing issues and payment delays:

1. Paper invoices must be eliminated and usage of Ariba integration or XML-PDF invoices must be adopted instead:

- Thanks to our Faurecia Ariba Network (refer to Appendix 1), Faurecia is now offering to its suppliers a totally integrated end-to-end invoice system. You are sure that your invoice will reach our accounting and you can in live follow its status.
- Using PDF invoices, you will be able to notably reduce post costal costs and lead time, as well as to eliminate paper.
 - In appendix 2 and 3, you find details about PDF invoices processing and target e-mail addresses to be used for each Faurecia plant.

- **Using Ariba for your invoice integration will ensure your invoice to reach directly our accounting, and to follow your invoice status in live. In the coming weeks and month, Faurecia will strongly invite its suppliers to use this channel.**
- **In comparison with paper invoicing, PDF invoices sent through the PDF ingestion process ensure a more direct Invoice integration eliminating postal mailing from your side and manual sorting by Faurecia AP department.**
- **Ariba enables to follow invoice status since its release, while PDF ingestion enables it only after invoice booking by Faurecia Account Payables (AP).**

2. All invoices must include a clear reference to a Purchase Order (and if needed to a delivery note) to be managed by our AP shared Services:

- Any request from a Faurecia requester that is not supported by a Purchase Order must not be executed.
- Only few exceptions to this rule are tolerated and must be upfront agreed and signed with your buyer.
- As per IFRS16 requirements, leasing or rental invoices coming without PO reference will not be processed, and may be sent back to the supplier for correction

- **It is not enough to have a Purchase Order reference from your buyer or from your site: PO is necessary in order to address the invoice to the correct Faurecia Entity and to recognize your contact points in case of litigation.**

3. In case of high amount invoices including several lines, supplier must either split its invoice or adopt a pre-invoicing process:

- It's indeed enough to have a litigation on 1 line to block the complete invoice for payment
- A periodical pre-invoicing process, ensuring a close coordination between the supplier and its Faurecia contacts from sites and Purchasing enables to maximize correct matching at invoice receipt and thus payment at due date.

- **When you need to address invoices with large number of lines and high amounts, please proceed by splitting the invoice or adopt a pre-invoicing approach with your Faurecia requester and Purchasing contact points.**

4. Invoices must not be backdated vs. service delivery or goods expedition date:

- This is particularly true for monthly services costs: Suppliers in some cases date their invoices as per 1st of the month rather than correct invoice
- These cases will be reported internally to Faurecia and may cause your invoice to be sent back for correction.

→ If our buyers confirm the existence of backdated invoices, corresponding suppliers could receive debit alerts, and further be applied with penalties.

5. Invoice documents must be sent to the correct Faurecia address with the correct Faurecia fiscal representation and right language:

- Invoice must always be written either in English or at least in receiver site local language.
- You must check that the fiscal bill-to address you indicate on your billing document is correct (refer to Appendix 4). The invoicing address as well as Faurecia fiscal representation must be taken from the contract/PO reference.

→ Any invoice sent to an inappropriate Faurecia entity address may cause important processing delays and might even be rejected.

6. Invoicing milestones must be respected as contractually agreed:

- When purchasing in project mode (IT development project, Tooling and Equipment milestones billing etc.) it's crucial to respect the agreed milestones as validated in Faurecia contract or Letter of Nomination. If not aligned with the PO terms, your invoice might be sent back for correction. A PO amendment might be required.

→ When purchasing in project mode, each invoice milestone negotiated and agreed with Faurecia must be specified in a dedicated PO line, with corresponding expected delivery date and amount. Your invoicing must follow the agreed terms as specified in the PO and must come supported with required documentation.

7. Invoice amounts must always be indicated with right currency:

- Amounts must be indicated with their appropriate Purchase Order currencies. Avoid putting currency as part of the header info and put it rather in the invoice total TTC amounts.

→ If an invoice currency is different to PO currency, it will lead to invoice blocking and might cause significant payment delays.

8. Invoice header must include the main transaction references:

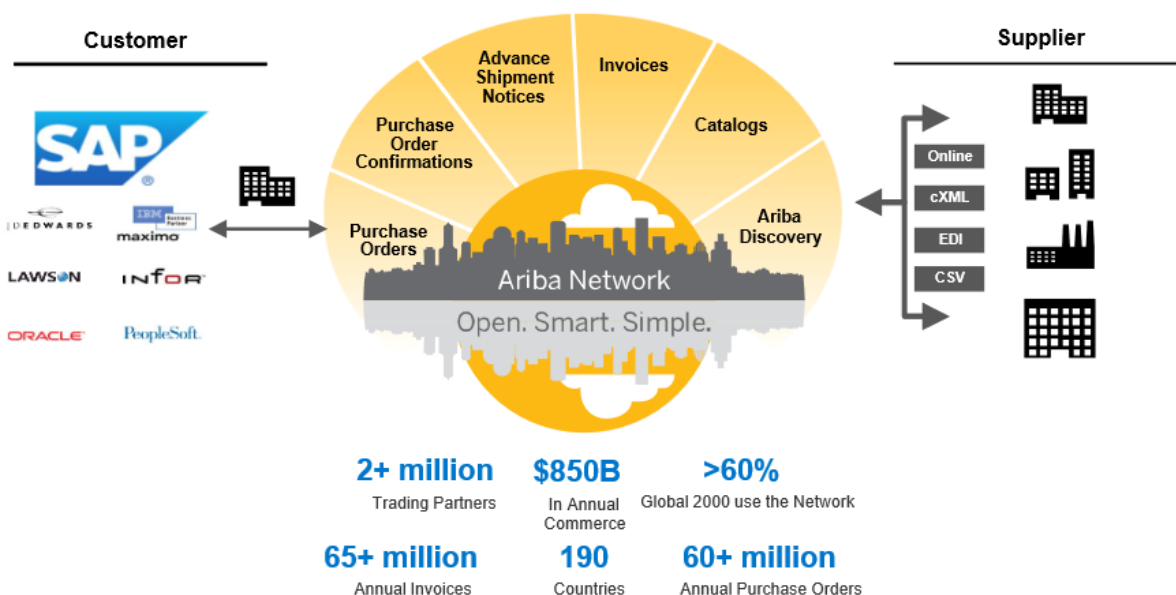
- There are some key references that are mandatory as an invoice header data:
 - Faurecia PO number: Indirect Purchasing PO number starts all with 80/45 (41 on US perimeter). Please note that Purchase Request number are not acceptable

→ Having all this information at invoice header, will enable an enhanced invoice matching, by avoiding recognition errors and mismatches. Missing PO or DN reference could cause your invoice to be sent back for completion.

Appendix 1: What is Ariba and how it can support your invoice processing?

Faurecia is deploying Ariba system to be its main electronic transaction provider. As a Faurecia supplier, you can already in major Faurecia country register in Ariba Network and start digital transaction for your PO receipt and invoice processing in digital format. For your first steps, in order to know how to register and interact in Ariba, click [HERE](#)

- ➔ Our largest and panel suppliers will be invited by our onboarding team to activate PO and invoice integration into Ariba, which will enable our PO to directly reach your
- ➔ All suppliers sending their invoices within Ariba digital capabilities will be able to check and follow invoice processing at each processing step. You can at any time check potential validation issues and contact the requester or buyer to inquire about roadblocks. Payment statement will also be communicated to you in your Ariba network account.

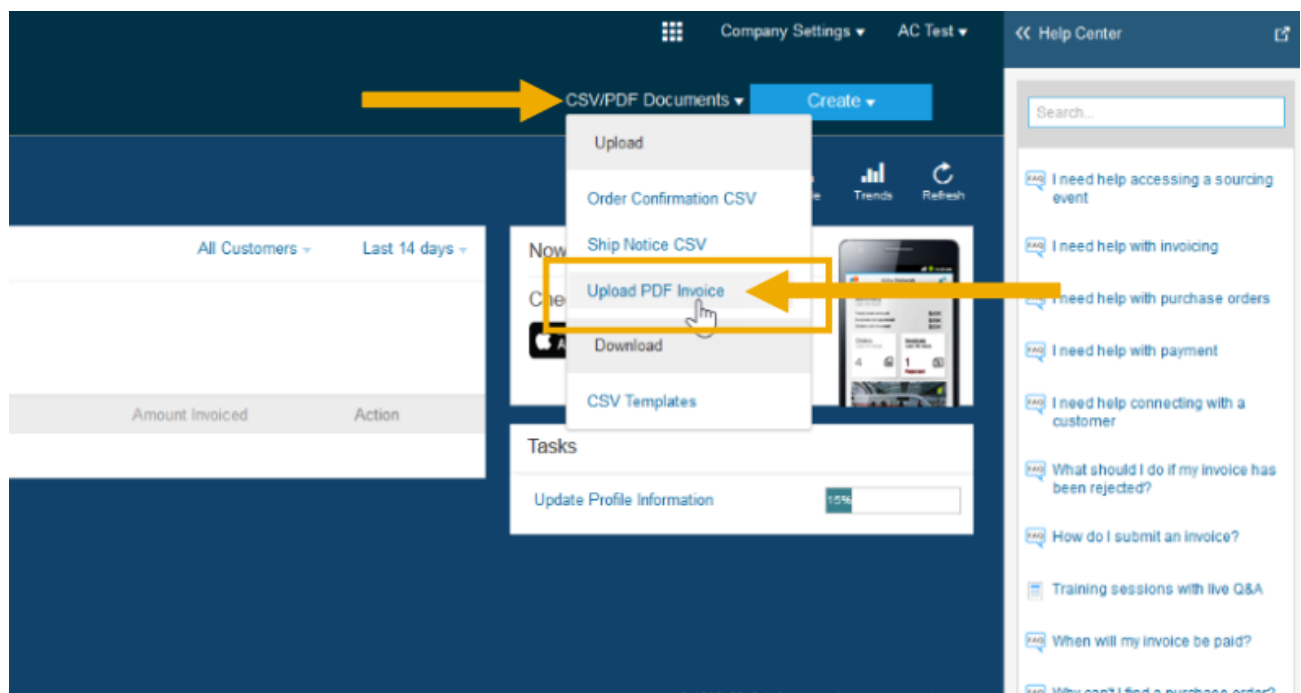


In the following link, you can refer to page top right corner section Help: <https://service.ariba.com/Discovery.aw/>. This gives you a very reach and complete support documentation as well as access to Ariba support desk. Please look into all material and only call Ariba if you do not find answer.

Appendix 2: Ariba PDF invoice integration

You can proceed to the submission of your PDF invoice in Ariba by connecting into your Ariba Account, under the section indicated below. Follow the activation steps that will be proposed by Ariba interface, test your and validation your PDF invoice integration and recognition, then you are ready to proceed!

- ➔ By using Ariba to send your invoices, you will be informed about every processing step of your invoices until full payment.
- ➔ We highly recommend our suppliers to use this PDF invoice integration capability in their Ariba Network for every PO received through Ariba: Ariba network is Faurecia safest way to ensure your invoice will indeed for your closed orders submission.



Appendix 3: PDF e-mail ingestion (PDF invoices)

If Ariba digital invoice capabilities cannot be used, Faurecia PDF email ingestion system is another alternative to send you PDF invoices to Faurecia. You must address your invoices by email to Faurecia company code dedicated email at [invoices\[xxx\]@faurecia.com](mailto:invoices[xxx]@faurecia.com): [xxx] is the Faurecia bill-to company code you can find on Faurecia received Purchase Order: Make sure that the bill-to company is already activated with this principle in Appendix 5. Here below are the mandatory rules you must strictly check to ensure a proper submission of your PDF invoice:

1. Make sure you are sending your PDF invoice to the right company code and check Appendix 3 to verify if the bill-to company is activated with PDF ingestion capability
2. You must send you invoice exclusively in black and white PDFs format
3. You must not send any paper document in parallel of the PDF invoice email
4. PDF must not contain a Password
5. Invoice's appendix can be joined but must only be sent in the following formats: .xls, .xlsx, .doc, .docx and .jpeg and must follow be attached after the PDF invoice in the attachment list
6. Invoice appendix can only be added if you send 1 invoice by email
7. Embedded objects are not supported: Documents must be added to the attachment line of your email system
8. 1 PDF must correspond to 1 unique invoice: You can send different invoice in 1 email by attached 1 PDF for each unique invoice

➔ **Pay attention:** Only use [invoices\[xxx\]@faurecia.com](mailto:invoices[xxx]@faurecia.com) to send your invoices as above-mentioned: Any other communication attempts will be rejected by our IT system.

Correct Email ingestion format

Example with 3 invoices

To... USxxinvoices@faurecia.com

CC...

Subject: One Email with Multiple Invoices

Attached: Invoice 1.pdf (79 KB); Invoice 3.pdf (79 KB); Invoice 4 - 15 pages.pdf (79 KB)

Invoices will be emailed to the address above.
 USxx - where xx is the Faurecia Company Code.
 Single and multiple page invoices can be sent on one email.
 The invoices are all FileType PDF.
 There are no supporting detail files.

Example with 1 invoice + 1 attachment

To... USxxinvoices@faurecia.com

CC...

Subject: Invoice with Supporting Detail

Attached: Invoice 2.pdf (79 KB); Invoice 2 Detail.htm (95 KB)

Invoice 2 is sent separately.
 There is an HTML attachment.

Appendix 4: Faurecia Bill-to Fiscal name and address by ordering site + PDF ingestion email

Pay attention: Names and addresses in the link below are NOT the postal mail to addresses to which you can send your invoices (if processed in paper)

The list of names and addresses below correspond to Faurecia Bill-to fiscal names and addresses under which your invoices must be established. We highly recommend using Ariba invoice list .csv upload, Ariba PDF invoice channel, Ariba PO flip capabilities or PDF email ingestion process to send your invoices. Please consider the following points:

- The Faurecia bill-to fiscal ID (country tax ID, VAT registration number) must be checked on FAURECIA Purchase Order
- Strictly avoid using paper invoice submission through postal mail boxes
- Consider your country specific regulation to process your invoices

Please find in this line this the Bill-To-Fiscal names address and list and emails for invoice PDF ingestion [HERE](#)