

## SUPPLIER INVOICING INFO SHEET CLARIOS EMEA

Dear Business Partner,

To ensure efficient and prompt processing of your invoices with Clarios, please consider the following guidance and recommendations.

If the requirements are not fulfilled, the invoices cannot be processed and will be returned with a rejection notice.

### Requirements for invoices/credit notes

- Correct purchase order (PO) number.
- Invoice/Credit note number.
- Delivery note number, including "shipping to" location.
- Invoice should contain only one purchase order (PO) number and one delivery note number.
- Legibility of text on invoice.
- Currency according to the ISO 4217 Currency Code List.
- Correct legal form and billing address.
- All legal requirements included according to local law.
- If applicable, LME and premium must be shown separately on the invoice.
- Correct VAT number.
- A credit note needs to be described in detail and reference the invoice that it applies to.
- We recommend including your bank details on invoice(s).

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## **Requirements for e-invoicing:**

To process your invoices as quickly as possible, please ensure that electronic documents fulfill the following requirements. If requirements are not all met, the receipt of the invoice and subsequent processing cannot be guaranteed.

- Invoice(s)/credit note(s) issued for Clarios business unit, EMEA region only (please do not mention/reference Johnson Controls in the invoice).
- Invoice(s)/credit note(s) sent to the correct email address for the corresponding entity (see list below).
- Email(s)/invoice(s) sent by any Clarios employee will not be accepted. Only invoices sent directly from the supplier can be scanned and processed.
- PDF or TIF-file format of electronic invoices only (invoices in editable format, such as Excel or Word, will not be processed).
- Do not send more than one PDF document per e-mail.
- Always send one invoice/credit note per PDF file.
- Do not use ZIP files.
- Invoice data is complete and accurate.
- No combined invoices related to multiple Clarios entities in one document.
- If sending invoice by e-mail, please do not send paper invoices anymore – this will lower your costs and save the environment.
- Invoice requirements (e.g. purchase order number, legal entity name, address) remain unchanged.
- Other financial documents (statements, reminders, orders, ...) will not be forwarded to appropriate AP sub-departments.
- Please ensure that each invoice is sent in a separate PDF document (no other attachments such as xml, jpg, doc, etc. are being processed).
- E-mail should not contain more than three attachments.
- Maximum e-mail size of 50MB.
- Password-protected documents will not be accepted.

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## Clarios Company Codes and corresponding e-invoice e-mail addresses:

Company / Legal Entity	Country	Company Code	Email address for invoicing purposes only
Clarios Austria Ges.m.b.H.	Austria	1101	<a href="mailto:EMEA-EINVOICE-1101@clarios.com">EMEA-EINVOICE-1101@clarios.com</a>
Clarios Belgium BV	Belgium	2201	<a href="mailto:EMEA-EINVOICE-2201@clarios.com">EMEA-EINVOICE-2201@clarios.com</a>
Clarios Bulgaria EOOD	Bulgaria	8605	<a href="mailto:EMEA-EINVOICE-8605@clarios.com">EMEA-EINVOICE-8605@clarios.com</a>
Clarios Germany GmbH & Co. KG	Czech Republic	0004	<a href="mailto:EMEA-EINVOICE-0004CZ@clarios.com">EMEA-EINVOICE-0004CZ@clarios.com</a>
Clarios Česká Lípa spol. s r.o.	Czech Republic	8101	<a href="mailto:EMEA-EINVOICE-8101@clarios.com">EMEA-EINVOICE-8101@clarios.com</a>
Clarios Plastics Czech spol. s r.o.	Czech Republic	8192	<a href="mailto:EMEA-EINVOICE-8192@clarios.com">EMEA-EINVOICE-8192@clarios.com</a>
Clarios Czech spol. s r.o.	Czech Republic	5811	<a href="mailto:EMEA-EINVOICE-S811@clarios.com">EMEA-EINVOICE-S811@clarios.com</a>
Finland Branch of Clarios Sweden AB (Clarios Sweden AB sivuliike Suomessa)	Finland	3201	<a href="mailto:EMEA-EINVOICE-3201@clarios.com">EMEA-EINVOICE-3201@clarios.com</a>
Clarios France SAS	France	4101	<a href="mailto:EMEA-EINVOICE-4101@clarios.com">EMEA-EINVOICE-4101@clarios.com</a>
Clarios Sarreguemines SAS	France	4201	<a href="mailto:EMEA-EINVOICE-4201@clarios.com">EMEA-EINVOICE-4201@clarios.com</a>
Clarios VARTA Hannover GmbH	Germany	0002	<a href="mailto:EMEA-EINVOICE-0002@clarios.com">EMEA-EINVOICE-0002@clarios.com</a>
Clarios Recycling GmbH	Germany	0006	<a href="mailto:EMEA-EINVOICE-0006@clarios.com">EMEA-EINVOICE-0006@clarios.com</a>
Clarios Plastics Germany GmbH	Germany	0012	<a href="mailto:EMEA-EINVOICE-0012@clarios.com">EMEA-EINVOICE-0012@clarios.com</a>
Clarios Zwickau GmbH & Co. KG	Germany	0020	<a href="mailto:EMEA-EINVOICE-0020@clarios.com">EMEA-EINVOICE-0020@clarios.com</a>
Clarios Germany Holding GmbH	Germany	0030	<a href="mailto:EMEA-EINVOICE-0030@clarios.com">EMEA-EINVOICE-0030@clarios.com</a>
Clarios Germany GmbH & Co. KG	Germany	0032	<a href="mailto:EMEA-EINVOICE-0032@clarios.com">EMEA-EINVOICE-0032@clarios.com</a>
Clarios Advanced Solutions GmbH (Delbrück)	Germany	0034	<a href="mailto:EMEA-EINVOICE-0034@clarios.com">EMEA-EINVOICE-0034@clarios.com</a>
Clarios Advanced Solutions GmbH (Hannover)	Germany	0035	<a href="mailto:EMEA-EINVOICE-0035@clarios.com">EMEA-EINVOICE-0035@clarios.com</a>
Clarios Tolling GmbH & Co. KG	Germany	0038	<a href="mailto:EMEA-EINVOICE-0038@clarios.com">EMEA-EINVOICE-0038@clarios.com</a>
Clarios Management GmbH	Germany	0039	<a href="mailto:EMEA-EINVOICE-0039@clarios.com">EMEA-EINVOICE-0039@clarios.com</a>
Clarios Technology and Recycling GmbH - Consolidation	Germany	0048	<a href="mailto:EMEA-EINVOICE-0048@clarios.com">EMEA-EINVOICE-0048@clarios.com</a>
Clarios Hungary Kft.	Hungary	8301	<a href="mailto:EMEA-EINVOICE-8301@clarios.com">EMEA-EINVOICE-8301@clarios.com</a>
Clarios Italia S.R.L.	Italy	6101	<a href="mailto:EMEA-EINVOICE-6101@clarios.com">EMEA-EINVOICE-6101@clarios.com</a>
Clarios Netherlands B.V.	Netherlands	2101	<a href="mailto:EMEA-EINVOICE-2101@clarios.com">EMEA-EINVOICE-2101@clarios.com</a>
Clarios Netherlands Holding B.V.	Netherlands	2105	<a href="mailto:EMEA-EINVOICE-2105@clarios.com">EMEA-EINVOICE-2105@clarios.com</a>
Clarios Netherlands Global Holding B.V.	Netherlands	2110	<a href="mailto:EMEA-EINVOICE-2110@clarios.com">EMEA-EINVOICE-2110@clarios.com</a>

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Sitz: Hannover \* Registergericht: Amtsgericht Hannover HRA 205413 - Vorsitzender des Aufsichtsrats: Johann-Friedrich Dempwolf  
 Komplementärin: Clarios Germany Holding GmbH - Geschäftsführung: Dr. Werner Benade, Dr. Barbara Kasanicka, Dr. Christian Rosenkranz  
 Sitz: Hannover. Amtsgericht Hannover - HRB 218503 Ust.-Id. Nr.: DE 115647997 St.-Nr.: 25/213/50405

Company / Legal Entity	Country	Company Code	Email address for invoicing purposes only
Clarios Netherlands LATAM Holding B.V.	Netherlands	2120	<a href="mailto:EMEA-EINVOICE-2120@clarios.com">EMEA-EINVOICE-2120@clarios.com</a>
Clarios Netherlands Mexico Holding B.V.	Netherlands	2130	<a href="mailto:EMEA-EINVOICE-2130@clarios.com">EMEA-EINVOICE-2130@clarios.com</a>
Clarios Netherlands ME Holding B.V.	Netherlands	2140	<a href="mailto:EMEA-EINVOICE-2140@clarios.com">EMEA-EINVOICE-2140@clarios.com</a>
Norway Branch of Clarios Sweden AB	Norway	3301	<a href="mailto:EMEA-EINVOICE-3301@clarios.com">EMEA-EINVOICE-3301@clarios.com</a>
Clarios Poland sp. z o.o.	Poland	8501	<a href="mailto:EMEA-EINVOICE-8501@clarios.com">EMEA-EINVOICE-8501@clarios.com</a>
Clarios Enterprises SRL	Romania	8703	<a href="mailto:EMEA-EINVOICE-8703@clarios.com">EMEA-EINVOICE-8703@clarios.com</a>
Clarios Slovakia spol. s r.o.	Slovakia	8201	<a href="mailto:EMEA-EINVOICE-8201@clarios.com">EMEA-EINVOICE-8201@clarios.com</a>
Clarios Sales d.o.o.	Slovenia	8801	<a href="mailto:EMEA-EINVOICE-8801@clarios.com">EMEA-EINVOICE-8801@clarios.com</a>
Clarios Iberia P&D S.L.	Spain	5101	<a href="mailto:EMEA-EINVOICE-5101@clarios.com">EMEA-EINVOICE-5101@clarios.com</a>
Clarios Plastics Spain S.L.	Spain	5212	<a href="mailto:EMEA-EINVOICE-5212@clarios.com">EMEA-EINVOICE-5212@clarios.com</a>
Metalurgica de Medina	Spain	5206	<a href="mailto:EMEA-EINVOICE-5206@clarios.com">EMEA-EINVOICE-5206@clarios.com</a>
Clarios Sweden AB	Sweden	3101	<a href="mailto:EMEA-EINVOICE-3101@clarios.com">EMEA-EINVOICE-3101@clarios.com</a>
Clarios Schweiz GmbH	Switzerland	S121	<a href="mailto:EMEA-EINVOICE-S121@clarios.com">EMEA-EINVOICE-S121@clarios.com</a>
Clarios UK Limited	United Kingdom	S711	<a href="mailto:EMEA-EINVOICE-S711@clarios.com">EMEA-EINVOICE-S711@clarios.com</a>
Not listed above			<a href="mailto:EMEA-EINVOICE@clarios.com">EMEA-EINVOICE@clarios.com</a>

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 Komplementärin: Clarios Germany Holding GmbH - Geschäftsführung: Dr. Werner Benade, Dr. Barbora Kasanicka, Dr. Christian Rosenkranz  
 Sitz: Hannover. Amtsgericht Hannover - HRB 218503 Ust.-Id. Nr.: DE 115647997 St.-Nr.: 25/213/50405

## **Bank Account Change Requirements:**

- To proceed with change of bank account details we require 2 separate documents:
  1. Letterhead from the bank sent by an employee of supplier (excluding invoicing team).
  2. Letterhead from supplier that is signed by two different employees from supplier. These employees should come from the finance or sales department (excluding invoicing team) and the letter should contain the typed names and position titles underneath the signatures. The letterhead should also include information regarding the new bank account.
- Bank information should be sent to the buyer.

## **General information for payment runs:**

- The value (start) date used to calculate the due date (adding your payment terms –e.g. 90 days) of each invoice is the “scan” date of each invoice. This is the date the invoice is received by our shared service center.
- If an invoice is rejected due to missing or incorrect information (e.g., missing/incorrect purchase order number or incorrect address), the payment terms and due date will be recalculated based on the scan date of the corrected invoice.
- Clarios has two payment runs per month. All invoices that are due will usually be paid on either the 1st or 3rd Wednesday. (Due to bank holidays, the payment run might vary).
- To check the status of your invoices, please register in our Clarios Supplier Invoice Status Portal (Link: [Supplier portal](#)). There you can see which invoices have been processed and which are still pending payment. If you have any additional questions or require assistance, please contact our Helpdesk in Bratislava.

### **Helpdesk contact details:**

Phone: + 421 2 322 72 444

E-mail: [BBC-PTP-Helpdesk-DE-AT@clarios.com](mailto:BBC-PTP-Helpdesk-DE-AT@clarios.com) (Germany and Austria)

[BBC-PTP-Helpdesk-Europe@clarios.com](mailto:BBC-PTP-Helpdesk-Europe@clarios.com) (other European countries)

Clarios Supplier Invoice Status Portal is available 24/7 – 365 (Link: [Supplier portal](#))

The Helpdesk is available from Monday to Friday, 9 a.m. – 5 p.m. CET

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