



CLARIOS LLC
Florist Tower, 5757 N. Green Bay Avenue
Glendale, WI 53209-4408

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

- Invoice should contain only one purchase order number and one delivery note number
- Invoice should contain invoice number, invoice date, delivery note number and Ship To location
- Invoice should contain correct legal entity name and address and should meet all legal requirements
- Invoice should contain legible and clearly shown PO number
- Invoice must be typed and legible
- Currency based on ISO 4217 currency code list
- Do not send duplicated information/invoice via post
- Send invoices only in PDF file format
- Do not send XLS spreadsheets, DOC documents, JPG, PNG, ZIP or XML files
- Do not send invoices larger than 15 MB
- Password protected files are not read
- It is recommended to send one PDF file per e-mail
- Always send one invoice per PDF file
- Screenshots or pictures embedded in an e-mail are not read
- Do not combine invoices related to multiple Clarios entities

Clarios Company and corresponding e-mail address:

- All invoices must be emailed directly to our invoice email inbox, which is: na-accounts.payable@clarios.com *This mailbox is a no-reply e-mail address designed only for invoice submission to Accounts Payable*
You may copy your Clarios business partner on the invoice submission.
- All payment inquiries/questions regarding invoices, etc. must be sent to our Accounts Payable Helpdesk email, which is bbc-ptp-helpdesk-US@clarios.com or by calling +1 855 824 8109
- Supplier statements must be emailed to the AP Helpdesk email: bbc-ptp-helpdesk-US@clarios.com.

Powering today, into tomorrow.

Bank Account Change and Check Payment Requirements:

To proceed with change of bank account details we require below documents:

US suppliers:

- Bank letter
- W9 form

Non US suppliers:

- Bank letter
- W8 form

Supplier **checks** to Clarios must be mailed to JP Morgan at this address:

- **Standard Mail:** CLARIOS, LLC P.O. Box 735936 Dallas, TX 75373-5936
- **Courier:** JPMorgan Chase (TX1-0029) Attn: CLARIOS, LLC - 735936 14800 Frye Road, 2nd Floor Ft Worth, TX 76155

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 15th of every month. (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: +1 855 824 8109

E-mail: [bbc-ptp-helpdesk- US@clarios.com](mailto:bbc-ptp-helpdesk-US@clarios.com)

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. CST