



EB Fact Sheet for suppliers

All information given in this sheet may only be used and stored for the purpose of order fulfillment and cannot be passed on to any third parties.

Company	Elektrobit Automotive GmbH
Headquarter / Invoice address	Am Wolfsmantel 46 91058 Erlangen Deutschland/Germany
Telephone	+49 9131 7701 0
Fax	+49 9131 7701 6333
Provision of invoices (preferably via e-mail)	eInvoices DE@elektrobit.com <u>Please consider the following:</u> Please send invoices with reference on the PO number together with all relevant attachments (Timesheets, etc.) as one e-mail to the address given above. Our EB accounting tool is automatically creating one invoice case. Any subsequent changes have to be send via e-mail directly to your EB Purchasing contact.
Contact Accounting (E-mail)	accounting.automotive@elektrobit.com
Contact Purchasing (E-mail)	Your Purchasing contact, alternatively: Suppliermanagement@elektrobit.com
Web	www.elektrobit.com
Precondition for invoice payment	Goods or services can only be invoiced if an official Purchase Order, an Individual Agreement or a confirmation by EB Purchasing has been received. Any invoices sent without previous order or confirmation from EB Purchasing cannot be processed for payment.
Business Partner Code of Conduct	EB's Business Partner Code of Conduct governs and applies to all business relationship with the supplier. You can find the document here: https://www.elektrobit.com/suppliers/
Supplier Information	From all new suppliers EB is requesting to receive the following information on a supplier's official business document: <ul style="list-style-type: none">- Full company name- Full company address- Relevant contact information incl. Contact person for EB- Bank account information (Name of bank, IBAN)- VAT number of supplier