

# Invoice Guidelines

1. All paper invoices must be sent to the mail address in Bucharest, Romania, indicated on the PO.
2. Electronic invoices must be issued via Tungsten platform (<http://www.tungsten-network.com/goodyear>).
3. An invoice may be issued for one PO only, and the PO number must be visible on the invoice.
4. If an invoice does not contain a PO, it must have the requester's e-mail address printed on it.
5. Each invoice must contain full and correct Goodyear legal entity name and address as stated on your PO, invoice date and invoice number.
6. Invoicing Vendor must match the PO vendor. If the Invoice mentions the PO number issued for another Vendor, such document will be rejected.
7. Only one bank account per currency is allowed.
8. All invoices must be received in Goodyear's Accounts Payable Department within 6 months from the goods receipt or service date to be processed for payment.
9. Invoices submitted must include the following information
  - A. Goodyear Purchase Order number
  - B. For non-PO invoices e-mail address of the Goodyear Contact authorizing the use of service or goods printed on the invoice
  - C. Bill to: correct name and address of the Goodyear entity
  - D. Ship to: delivery address (in case of goods)
  - E. Date of supply for the goods or services
  - F. Correct VAT number for the Goodyear entity (depending on the actual transaction performed)
  - G. Correct supplier legal entity name, address and VAT number
  - H. Date of the invoice
  - I. Purchase Order Payment Terms
  - J. Clear description whether the invoice is for **Goods** or **Service**
  - K. Description of goods or services invoiced
  - L. Total amount excluding VAT
  - M. Total amount of VAT
  - N. Price per item excluding VAT
  - O. Quantity of each type of item invoiced (for goods)
  - P. Rate of discount per item, if exists
  - Q. Rate of VAT charged per item
  - R. If item is exempt or zero rated an indication that no VAT was applied and reference regarding VAT exemption (where applicable)
  - S. Invoicing currency, matching the PO currency
  - T. If invoicing currency is different than local currency, VAT amount stated in both currencies
  - U. Reference if supply is a triangulation
10. For invoices with PO, vendors should clearly indicate in the invoice line which PO line they are invoicing.
11. Payment of any invoice will be made in accordance with the agreed terms of payment as stipulated in/on the PO. Goodyear executes payments at the beginning of each month and all invoices due at that time are released for payment on 2nd working day.
12. Credit Notes must reference the invoice number or PO number

# How to send invoices to Goodyear

Please note the most efficient way to transmit the documents to Goodyear remains electronic invoice sent via Tungsten platform. In case you do not work with this platform, please send your invoice in PDF form to the following dedicated e-mail address:

- [emea\\_supplierinvoices@goodyear.com](mailto:emea_supplierinvoices@goodyear.com) (for documents in all EMEA languages, except Polish and Hungarian)
- [hu\\_supplierinvoices@goodyear.com](mailto:hu_supplierinvoices@goodyear.com) (for documents in Hungarian)
- [pl\\_supplierinvoices@goodyear.com](mailto:pl_supplierinvoices@goodyear.com) (for documents in Polish)

We allow paper documents only in rare cases, when none of the above channels can be used.

## How to send invoices: Decision Tree Graph

