



Dear supplier,

In order to optimize the processing of supplier invoices, Hella offers the possibility to send invoices to Hella Corporate Center USA, Inc. via eMail. **In order to make sure that all invoices that are sent to Hella Corporate Center USA, Inc. via eMail can be processed, the below pre-conditions must be considered:**

Invoice sending pre-conditions:

- The invoices have to be created in a PDF /, PDF/A or TIF -Format.
- One email can contain multiple invoices, the rule is that, in case there are attachments in a separate file than the invoices, the file with invoices needs to be attached as the first file and the attachments file the second.
- There is no rule regarding the naming of the file;

Attachments pre-conditions:

- Attachments have to be created in a PDF /, PDF/A or TIF -Format;
- One or more invoice attachments (with other documents than invoices) can be sent. These can be sent either in the same file with invoice or as separated files in same email with invoice, but with file name starting with word "attachment" (case insensitive);

The size of the email should not be larger than 25 MB

Files (both invoices and invoice attachments) must not be encrypted or password protected.

**These requirements are mandatory for all invoices addressed to Hella Corporate Center USA, Inc. starting December 14, 2020.** Please note that after this date, invoices sent by email cannot be processed if these conditions are not met. The current invoice process is compatible to the conditions above, so you can already send invoices with these requirements.

**Invoice-eMails** for Hella Corporate Center USA, Inc. have to be sent to the central eMail-address **Invoice\_HCCU@hella.com**.

The indicated eMail-address should not be used for invoices which are for other Hella subsidiaries. The transmission of invoices via eMail, to other Hella subsidiaries have to be clarified directly with the particular Hella subsidiary the invoice refers to.

**Please be informed that this eMail-address is a technical eMail-Address with the only purpose to receive invoices.**

**Questions** regarding the invoice processing should be sent to the eMail-addresses:



[HCCU.Accountspayable@hella.com](mailto:HCCU.Accountspayable@hella.com)

[HCCU.DunningsAP@hella.com](mailto:HCCU.DunningsAP@hella.com)

Best regards,

Hella Corporate Center USA, Inc.