**Global Mandatory requirements for all Invoices to be submitted for payment.**

**Ensure the below Information Is clearly stated on the Invoice:**

* RESRG Automotive LLC Purchase Order number
* Your company name and address
* Correct RESRG Automotive LLC Contact Name, Company name and address
* Invoice number
* Date of issue
* Currency (this must match the PO Currency).
* VAT number (Europe suppliers only)

**New Important Email Addresses:**

* invoice@resrgautomotive.com - please use this email address to submit your invoices, with one invoice per email.
* accountspayable@resrgautomotive.com -for all payment and invoice-related inquiries, please use this address.
* complementosdepago@resrgautomotive.com **–** exclusively for Mexican suppliers to send payment receipts**.**
* SRGSupplierSupport@resrgautomotive.com - for questions related to Coupa Supplier Portal and vendor management issues.

**Key Invoice Requirements:**

* Do not send invoices in compressed folders.
* Send only one invoice per one email.
* For Mexican suppliers: Include both PDF and XML files, ensuring they have the same name.
* If you have not received a valid Purchase Order number, please inform your RESRG Automotive LLC contact person.
* Ensure that the product/service you deliver matches the Purchase Order specifications (quantity, price, etc).

Please share this information with interested members of your organization.