**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](mailto:invoice@srgglobal.com) - please use this email address to submit your invoices, with one invoice per email.
* [accountspayable@resrgautomotive.com](mailto:accountspayable@resrgautomotive.com) -for all payment and invoice-related inquiries, please use this address.
* [complementosdepago@resrgautomotive.com](mailto:complementosdepago@resrgautomotive.com) **–** exclusively for Mexican suppliers to send payment receipts**.**
* [SRGSupplierSupport@resrgautomotive.com](mailto: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.