



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.