



## Important update for the area of FINANCE / ACCOUNTING / SALES

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Web	<a href="http://www.siemens.hu/szallitok">www.siemens.hu/szallitok</a>

### Important changes in the handling of invoices issued to Siemens Zrt. and Siemens Healthcare Kft.

Dear Partner,

In July 2015 we sent a letter to all our active suppliers to draw their attention to the expected provisions and treatment of Siemens purchase orders as well as performance documents in our incoming invoice process.

In accordance with the regulations of our global procurement processes all related expectations – that are also included into General Procurement Conditions - must be ensured in full as described below.

Therefore supplier invoices that do not meet such criteria shall be sent back to the issuer without exception.

*In order to foster a successful cooperation we created an internet page for our suppliers where all updated procurement related information can be found. Please find the link below:*

[www.siemens.hu/szallitok](http://www.siemens.hu/szallitok)

#### 1. Underlying documents required for supplier invoice processing

In order to ensure a smooth processing of incoming invoices please ensure the followings:

- **On the first page of your invoices** issued to Siemens Zrt. and Siemens Healthcare Kft. please **print or write the purchase order number related to that invoice,**
- Please also make sure that **the structure (sequence of items) of your invoice reflects the order lines and line numbers listed on the relevant Purchase Order.**
- We ask you to **attach a copy of the underlying performance documents** (performance document duly signed by Siemens Zrt. Siemens Healthcare Kft. or a third party representing Siemens and preferably also by the vendor, hand-over document, CMR or inland shipment note signed by Siemens) **to your invoice every time when sending.**

**In case you're missing your purchase order number please ask your Siemens contact person for that before you issue your invoice to us!**

**Invoices that do not fulfill the above expectations after 1 April 2016 shall be sent back to the addresser.**

#### 2. Acceptance of electronic invoices

When sending electronic invoices, foreign suppliers are kindly asked to send us an email according to the attached template to confirm that their electronically forwarded (scanned) invoices are not going to be delivered to us in paper form. That would trigger additional internal steps for further reconciliation, thus might significantly delay or cause error to the authorization and payment process.

**Please always send our electronic invoices to the following email address: [e-szamla.hu@siemens.com](mailto:e-szamla.hu@siemens.com)**

#### 3. Postal address for invoices sent on paper

##### 3.1 For Siemens Zrt.

We kindly ask you to ensure that paper invoices are sent exclusively to the below addresses:

Siemens Zrt.  
Management: Dale A. Martin, Zsolt Károlyi, András Molnár

H-1143 Budapest  
Gizella út 51-57.

Postal address:  
1956 Budapest  
Hungary

Site	Address
Gizella út és II. Rákóczi Ferenc út:	Siemens Zrt. Szállítói számlák 1956 Budapest
Késmárk utca:	Siemens Zrt.Pf.: 291/1 1325 Budapest

### 3.2 For Siemens Healthcare Kft.

Company	Address
Siemens Healthcare Kft.	Siemens Healthcare Kft. Szállítói számlák 1956 Budapest

## 4. Reconciliation of accounts payable

Since we out-sourced the invoice processing part of our accounts payable management to the Czech Republic, the reconciliation of all supplier invoices, payments and related questions need to be addressed directly to our Hungarian speaking colleagues responsible for those transactions.

Therefore please contact the following colleagues for accounts payable reconciliation. The list of contacts will be updated on our procurement internet page referred to earlier in this mail.

Group phone number: (+36 1) 471 2069

In case of any master data changes (company name, address, bank account number etc.) please inform us without delay in a written form. This is important for the timely processing and payment of your invoices.

### 4.1 For vendors of Siemens Zrt.

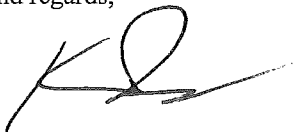
Site	Contact person	Email address
Gizella út: 1143 Budapest, Gizella út 51-57.	Silvia Ambrusova Ladislav Rákóczi Jozef Bus	silvia.ambrusova@siemens.com ladislav.rakoczi@siemens.com jozef.bus@siemens.com
Rákóczi út: 1214 Budapest, II. Rákóczi Ferenc út 189.	Jan Takac David Szabo	jan.takac@siemens.com david.szabo@siemens.com
Késmárk utca: 1158 Budapest, Késmárk u. 24-28.	Lucia Kissova Renata Partilova	lucia.kissova@siemens.com renata.partilova@siemens.com

### 4.2 For vendors of Siemens Healthcare Kft.

Company	Contact person	Email address
Siemens Healthcare Kft. 1143 Budapest, Gizella út 51-57.	Silvia Ambrusova Ladislav Rákóczi Jozef Bus	silvia.ambrusova@siemens.com ladislav.rakoczi@siemens.com jozef.bus@siemens.com

We appreciate your cooperation.

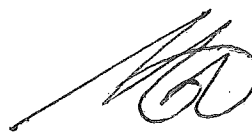
Kind regards,



Zsolt Károlyi  
Siemens Zrt. CFO



Gergely Huszáros  
Siemens Healthcare Kft. CFO



András Molnár  
Local Head of Controlling and Finance

Siemens Zrt.  
Management: Dale A. Martin, Zsolt Károlyi, András Molnár

H-1143 Budapest  
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1956 Budapest  
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