

**INSTRUCTIONS TO USE THIS CONTACT LIST (For Supplier & Customers):**

Below you can find the contact e-mail, phone or fax number per KIRCHHOFF unit (country)

- + Issue related to Accounts Payable invoices and payment status as well as document copy requests, statements, payment advices, please check column "Accounts Payable".
- + Issue related to Accounts Receivable invoices and payment status as well as document copy requests, statements, payment advices, please go to "Accounts Receivable" column.

You need to inform about your vendor No., PO No., when contacting Helpdesk

If no answer received within 2 business days, please forward your request to your KIRCHHOFF contact.

**SUPPLIERS / CUSTOMERS CONTRACT LIST**

**SUPPLIERS CONTACT DETAILS - ACCOUNTS PAYABLE**

**CUSTOMERS CONTACT DETAILS - ACCOUNTS RECEIVABLE**

Europe/Asian KIRCHHOFF units
KIRCHHOFF Automotive GmbH
KIRCHHOFF Automotive Deutschland GmbH
KIRCHHOFF Witte GmbH
KIRCHHOFF Automotive Portugal S.A.
KIRCHHOFF Espana, S.L
KIRCHHOFF Ireland Ltd.
KIRCHHOFF Hungaria Kft.
KIRCHHOFF Automotive Romania SRL
KIRCHHOFF France SARL
KIRCHHOFF Polska Sp.z.o.o.
KIRCHHOFF Automotive (Suzhou) Co. Ltd
KIRCHHOFF Automotive (Shenyang) Co.Ltd

Helpdesk E-Mail	Phone	Fax
AP_WE_Helpdesk@kirchhoff-automotive.com	+351 256 070 299	+351 256 579 224
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hanah.han@kirchhoff-automotive.com	+8613625293493	+86051262871288-505
hanah.han@kirchhoff-automotive.com	+8613625293493	+86051262871288-505

Helpdesk E-Mail	Phone	Fax
AR_WE_Helpdesk@kirchhoff-automotive.com	+351 256 070 296	+351 256 579 224
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INVOICES TO BE ISSUED TO: LEGAL ADDRESS	EUROPEAN VAT #	LOCAL VAT #	INVOICE ADDRESS	INVOICES TO BE MAILED TO: POSTAL ADDRESS	INVOICES TO BE MAILED TO: E-MAIL ADDRESS * Please consider our E-Mail rules
KIRCHHOFF Automotive GmbH	DE257220715	328/5806/0903	Stefanstraße 2 58638 Iserlohn Germany		<a href="mailto:AP_invoice_KA@Kirchhoff-Automotive.com">AP_invoice_KA@Kirchhoff-Automotive.com</a>
KIRCHHOFF Automotive Deutschland GmbH	DE811135982 IE3482839KH PL2020001067 ATU79608015	338/5850/2504  68 865/3146	Am Eckenbach 10 - 14 57439 Attendorn Germany		<a href="mailto:AP_invoice_KAD@Kirchhoff-Automotive.com">AP_invoice_KAD@Kirchhoff-Automotive.com</a>
KIRCHHOFF Witte GmbH	DE125573274 NL823768788B01 PL5263293640	328/5806/0914	Hegestück 40 58640 Iserlohn Germany		<a href="mailto:AP_invoice_KIW@Kirchhoff-Automotive.com">AP_invoice_KIW@Kirchhoff-Automotive.com</a>
KIRCHHOFF Automotive Portugal S.A.	PT500123829 ESN0106708A		Av. 16 de Maio Z. Ind. Norte S/N 3880-102 Ovar Portugal	Av. 16 de Maio Z. Ind. Norte S/N PO BOX 287 3881-904 Ovar Portugal	<a href="mailto:AP_invoice_KPT@Kirchhoff-Automotive.com">AP_invoice_KPT@Kirchhoff-Automotive.com</a>
KIRCHHOFF Espana, S.L	ESB50826981 PT980413095		Poligono 6 50639 Figueruelas-Zaragoza Spain	Av. 16 de Maio Z. Ind. Norte S/N PO BOX 287 3881-904 Ovar Portugal	<a href="mailto:AP_invoice_KES@Kirchhoff-Automotive.com">AP_invoice_KES@Kirchhoff-Automotive.com</a>
KIRCHHOFF Ireland Ltd.	IE4621066F DE812581522		Lisnennan F92 A970 Letterkenny Ireland		<a href="mailto:AP_invoice_KIE@kirchhoff-automotive.com">AP_invoice_KIE@kirchhoff-automotive.com</a>
KIRCHHOFF Hungaria Kft.	HU13216054 DE275445859	13216054-2-11 241/194/30107 (German Tax no.)	Mátyás király utca 52 2500 Esztergom Hungary	Mátyás király utca 52 2500 Esztergom Hungary	<a href="mailto:AP_invoice_KHU@kirchhoff-automotive.com">AP_invoice_KHU@kirchhoff-automotive.com</a>
KIRCHHOFF Automotive Romania SRL	RO277873990 SK4120099544 HU30438666	27787399	Henry Ford (1863-1947) 29 200745 Craiova Romania		<a href="mailto:AP_invoice_KRO@kirchhoff-automotive.com">AP_invoice_KRO@kirchhoff-automotive.com</a>
KIRCHHOFF Automotive France SARL	FR37822445904	SIRET 822 445 904 00029 NAF 7112B	5, avenue Victor Hugo  28000 Chartres France		<a href="mailto:AP_invoice_KFR@Kirchhoff-Automotive.com">AP_invoice_KFR@Kirchhoff-Automotive.com</a>
KIRCHHOFF Polska Sp.z.o.o.	PL8171706314 DE246745368 CZ682716636 ESN0079176D	817-17-06-314 053/658/61406 690536163 N0079176D	ul. Wojska Polskiego 3 39-300 Mielec Poland	ul. Wojska Polskiego 3 39-300 Mielec Poland	For delivery to Mielec plant: <a href="mailto:AP_invoice_KPM@Kirchhoff-Automotive.com">AP_invoice_KPM@Kirchhoff-Automotive.com</a>  For delivery to Gliwice plant: <a href="mailto:AP_invoice_KPG2@Kirchhoff-Automotive.com">AP_invoice_KPG2@Kirchhoff-Automotive.com</a>  For delivery to Gniezno plant: <a href="mailto:AP_invoice_KPGN@Kirchhoff-Automotive.com">AP_invoice_KPGN@Kirchhoff-Automotive.com</a>
KIRCHHOFF Automotive (Suzhou) Co. Ltd		91320594789949319U	No35, Jing Dong Road, 215121,SIP, Suzhou, Jiangsu,China China	No35, Jing Dong Road, 215121,SIP, Jiangsu,China China	n/a
KIRCHHOFF Automotive (Shenyang) Co.Ltd		91210100071507183M	No31 Dagucheng Road, DaDong Area, ShenYang China	No35, Jing Dong Road, 215121,SIP, Jiangsu,China China	n/a

**Required information on an invoice**

- Date of invoice issuance
- Sequential invoice number
- Supplier name and address, vendor code
- Kirchhoff name and legal address
- Correct KIRCHHOFF postal address
- Quantity and nature of goods supplied or service provided
- Date on which supply of goods or services was performed
- Currency, total price and unit price (exclusive of VAT and discounts)
- VAT rate applicable and VAT amount payable
- Supplier and Kirchhoff VAT registration numbers
- Purchase order number
- Delivery note number (if applicable)
- See separate guideline for PPSO invoices

**Invoices not containing this information will be automatically rejected**

### E-Mail rules - Incoming invoice processing

- The email addresses can only be used for sending invoice, credit and debit notes. Any other request will not be processed
- The document has to be send to the correct e-mail adress (see separate tab)
- Above mentioned documents can be only processed in PDF format
- Only one document + attachment per email is permitted
- The name of the following document must contain one of the keywords:
  - Invoices: Rechnung, Invoice, Faktura, Factura, Fatura, Facture, Rachunek, Szamla,
  - Attachment: Anhang, Anlage, Attachement, Anexo, Adjunto , Zalacznik, Specyfikacja, Melleklet, Teljesites igazolas, Szallitolevel, Atveteli elismervenye, Atasament, Annexe
  - Credit notes: Gutschrift, Credit note, Abono, Nota kredytowa, Jovairas
  - Debit notes: Lastschrift, Debit note, Nota de Debito, Nota de Cargo, Nota debetowa, Terhelesi ertesito
- Special characters in document name are forbidden (e.g. Å å C ć Ę ę Ł ł N n Ó ó S s Z z Ż ż)
- Please do not send a paper invoice when you have submitted the invoice via e-mail

**The system will not process the invoice if e-mail rules are not respected.**