INVOICING RULES FOR SERVICE PROVIDERS

Article 1 - Order processing

Any service or item must be ordered from the Service Provider using the Customer's order form printed on its letterhead. The order form must be received by the Service Provider before the start of the service or before receipt of the goods.
The order form is the only document authorized to order a service or a good from the Service Provider.

Article 2 - Invoicing Address

Please send your invoices to the following address:

Volkswagen Bank Gmbh
Comptabilité Fournisseurs
11, avenue de Boursonne
BP61
02 601 Villers-Cotterêts cedex
France

Or by email: VWFSFR, Compta Gene ComptaGene@fr.vwfsag.de

Article 3 - Mandatory information on Invoices

All invoices must contain the following information:

- 'Comptabilité Fournisseurs'[1] must be mentioned in our address, below Volkswagen Bank (to guarantee that the invoices reach the Service Provider Accounting Department directly),
- The name and phone number of the entity issuing the invoice (needed in the event of a dispute),
- The name of your contact person at Volkswagen Bank,
- Our references i.e. the order form number,
- Your bank details (IBAN and national bank details),
- Your EU VAT identification number; your company number,
- The payment due date.

Article 4 - If you have any questions about invoices or payments, please contact.

VWFSFR, Compta Gene ComptaGene@fr.vwfsag.de

Article 5 - Invoice

The invoice must accurately reflect the description of the purchase order.

For the Service Provider
Legal Entity : Representative’s name : Representative's position: Date and signature :