



Huf North America Automotive Parts Manufacturing, Corp.
395 T. Elmer Cox Drive
Greeneville, TN 37743 USA

6/27/2023

Important supplier information: issuing an invoice to Huf North America Automotive Parts Manufacturing Corp. and contact email to solve any requirement.

We constantly strive to optimize our processes and internal procedures. In this regard you have been informed that the transmission of electronic invoices and credit notes will only be accepted by using the following address APIInvoices@huf-group.com. To ensure smooth processing and payment, please be reminded to use the communication channel which have been specified. We would like to point out that electronic Invoices which are not provided on APIInvoices@huf-group.com can't be technical proceed and won't be paid.

Invoicing Rules

Requirements for supplier invoices

Using our automatic invoice reception mailbox system

Mandatory:

- ✓ Only send one invoice per email, avoid batches.
- ✓ Always use the same sender address, if this changes Huf should be notified to update the rule accordingly.
- ✓ Invoice file should be PDF format
- ✓ Must go only to APIInvoices@huf-group.com
- ✗ Must not send account statements, offer letters, quotes, questions,
- ✗ Must not CC the mailbox address in email chains.
- ✗ Must not be printed, scanned and attached to avoid scanning resolution issues.





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Other communication:

We recommend contacting **Huf North America Automotive Parts Manufacturing, Corp** e-mail so that we can process your inquiries or communications quickly. The contact detail is AP.NorthAmerica.C21@huf-group.com

Thank you in advance for your time, effort, and cooperation.

Yours sincerely,

Purchasing Director

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This document was issued electronically and is valid without signature.