

Tyco Electronics Hungary Kft. - Accounts Payable Department

Invoice management process of TE

Dear Vendor,

We would like to ask you to send your invoices via e-mail in **PDF format**, which will make this invoice appear in our system same time:

esztergom.ap@te.com

For inquiries about the invoice status, you can email apdepartment.hu@te.com

The status of your invoice can be checked at any time in the TE supplier portal:
<https://supplierportal.te.com>

Procurement requests should be directed to the buyer or requestor of the order.

Invoice requirements

- Please send only invoices billed to: **Tyco Electronics Hungary Kft**, 2. AMP street, 2500 Esztergom, Hungary to the above mentioned email address. Invoices for other TE companies will be rejected.
- For invoices with purchase orders do not forget print out TE **PO number**.
- For invoices without purchase orders print out **TE contact person (or purchase requisition number)**
- The invoice must have PDF format.
- Each PDF file should include one invoice only. If the file includes more than one invoice, it will not be accepted for processing.
- Each email message may contain several PDF files but should not include more than 10 PDF files at once. Your e-mail should not exceed **7 MB** of size.

Thank you for your support and we look forward to continuing our good cooperation.

