



Dear Supplier,

Please read and understand Autodesk invoice requirements to ensure the invoices submitted are processed and paid timely.

Invoices must contain the following information:

- ✓ Supplier Company name and complete address
- ✓ Supplier TAX information such as VAT/ABN/GST/CompanyID/Service Tax Registration/Permanent Account/Taxpayer Identification number
- ✓ Invoice date and Invoice number
- ✓ The Autodesk entity (name and address) doing business with you
- ✓ The VAT number of the Autodesk entity doing business with you
- ✓ A valid Autodesk Purchase Order number or Direct Order number (0005XXXXXX or DIRXXXXX)
- ✓ The VAT amount shown separately and VAT rate applied
- ✓ Detailed description of the quantity, timing and nature of the goods supplied
- ✓ Detailed description of services rendered, including which country the services were performed or where the products were shipped
- ✓ For invoices issued to EMEA: Wording from the relevant VAT Directive if zero percent VAT is charged. For example, export, intra-community supply, reverse charge/multi jurisdiction and triangulation transactions.

Do not accept an Order if you do not receive an official Autodesk Purchase Order or Direct Order (0005XXXXXX or DIRXXXXX) or if the amount does not match with your offer/price.



How to submit your invoices:

AMER:

- Please email non-modifiable PDF format invoice to AMER.AP.invoice@autodesk.com

APAC:

- **Invoices for Australia, Hong Kong, Indonesia, Malaysia Vietnam, Philippines, & Singapore:** Please email non-modifiable PDF format invoice to APAC.AP.Invoice@autodesk.com
- **Invoices for China, Japan, Korea (Non digital tax invoice) & Taiwan :** Original invoice must be sent to the Autodesk billing address stated on the Purchase Order

EMEA:

- Please email non-modifiable PDF format invoice to mailboxes listed below
- **Invoices for Israel, Italy, & Russia:** Original invoice must be sent to the Autodesk billing address stated on the Purchase Order

EMEA Countries	Email address
Austria	accounts-payable-austria@autodesk.com
Belgium	accounts-payable-netherlands@autodesk.com
Czech Republic	accounts.payable.czechrepublic@autodesk.com
Denmark	accounts.payable.denmark@autodesk.com
France	accounts-payable-france@autodesk.com
Germany	accounts-payable-germany@autodesk.com
Hungary	accounts.payable.hungary@autodesk.com
Iceland	accounts.payable.iceland@autodesk.com
Ireland	accounts.payable.uk.and.ireland@autodesk.com
Italy	accounts-payable-italy@autodesk.com
Netherlands	accounts-payable-netherlands@autodesk.com
Poland	accounts.payable.poland@autodesk.com



Portugal	accounts.payable.portugal@autodesk.com
Qatar	accnts.payable.qatar@autodesk.com
Romania	accounts.payable.romania@autodesk.com
Russia	accounts.payable.russia@autodesk.com
South Africa	accounts.payable.southafrica@autodesk.com
Spain	accounts-payable-spain@autodesk.com
Sweden	accounts-payable-sweden@autodesk.com
Switzerland	accounts-payable-switzerland@autodesk.com
UAE	accounts.payable.uae@autodesk.com
UK	accounts.payable.uk.and.ireland@autodesk.com

Note: Non-modifiable PDF format invoices submitted to incorrect email address will cause a delay in processing

LATAM:

- Original invoice must be sent to the Autodesk billing address stated on the Purchase Order

LATAM Countries	Email address
Argentina	accounts.payable.argentina@autodesk.com
Brazil	accounts.payable.brazil@autodesk.com
Colombia	accounts.payable.colombia@autodesk.com
Mexico	accounts.payable.mexico@autodesk.com

How to submit your payment query:

AMER: AMER.AP.inquiry@autodesk.com

APAC: APAC.AP.inquiry@autodesk.com

EMEA: Please send it to the email address listed above

LATAM: Please send it to the email address listed above

Note: Inquiries sent to incorrect email address will cause a delay in response