



## **BILLING INSTRUCTIONS**

Dear Supplier,

Please ensure that your invoices are compliant to the Autodesk requirements and the local taxation and statutory regulations.

Your invoices must always indicate a valid Autodesk Purchase Order (PO) number.

*PO number starting with **45XXXXXXXX** (after 1 Sept 2019) or  
**5XXXXXX** (prior to 1 Sept 2019).*

Do not accept an order if you did not receive an official Autodesk Purchase Order or if the amount does not match with your offer/price.

Please refer to the next pages for the invoice submission instruction and list of invoice requirements.

## **INVOICE SUBMISSION**

### **1. Soft-copy Invoices via email**

- **Strictly 1 invoice in 1 PDF (letter size format) and no handwritten PO**
- **Supplier to submit the invoices to the respective mailboxes listed on page 5**

### **2. Original Hardcopy Invoices**

- Supplier to submit the invoices to the respective Autodesk local office or billing address stated on the Purchase Order if the Autodesk entity you are billing resides in the following countries:

*Argentina, Brazil, China, Colombia, Costa Rica, Czech Republic, Finland, India, Israel, Italy, South Korea (non-digital tax invoice or not 전자세금계산서), Mexico, Norway, Poland, Qatar, Russia, Saudi Arabia, Taiwan, Turkey, UAE*

## **INVOICE STATUS INQUIRIES**

*(Email addresses **not** for invoice submission.)*

**AMER Countries:** [AP.inquiry.amer@autodesk.com](mailto:AP.inquiry.amer@autodesk.com)

**APAC Countries:** [AP.inquiry.apac@autodesk.com](mailto:AP.inquiry.apac@autodesk.com)

**EMEA Countries:** Send to the respective email address listed on page 4

**LATAM Countries:** Send to the respective email address listed on page 4

***NOTE!*** *Inquiries sent to incorrect email address may have delayed responses.*

## **INVOICE REQUIREMENTS**

Your invoices must contain the following information:

### **Billed From/Shipped From:**

- Supplier's company name and complete address
- Supplier's VAT/GST/Tax ID/ABN/Company ID/PAN number

### **Billed To/Shipped To:**

- Autodesk's complete name and address you are doing business with
- Autodesk's VAT/GST/Tax ID numbers you are doing business with
- Valid Autodesk Purchase Order number(s): 45XXXXXXXXX or 5XXXXXXX

### **Transaction Details:**

- Invoice Number
- Invoice Date
- Invoice Total Amount
- VAT or Tax Amount and Rate presented separately
- Invoice Currency (must be the same as the PO Currency)
- Description of transaction (quantity, price, goods delivered, service provided)

### **Additional Requirements:**

- Place or country where the products are shipped, or services are performed
- For invoices billed to Autodesk entity residing in [EU countries](#):  
The statement from the relevant VAT Directives if Zero Percent or No VAT is charged (*e.g., Importation, Intra-community Acquisition, Reverse Charge, Multi-jurisdiction, or Triangulation transactions*).
- For original hardcopy invoices, please affix company stamp or signature.
- Other requirements as per local taxation and statutory regulations.



Country	Email Address for Accounts Payable Inquiry
Argentina	<a href="mailto:AP.inquiry.latam@autodesk.com">AP.inquiry.latam@autodesk.com</a>
Australia	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Austria	<a href="mailto:AP.inquiry.austria@autodesk.com">AP.inquiry.austria@autodesk.com</a>
Belgium	<a href="mailto:AP.inquiry.netherlands@autodesk.com">AP.inquiry.netherlands@autodesk.com</a>
Brazil	<a href="mailto:AP.inquiry.latam@autodesk.com">AP.inquiry.latam@autodesk.com</a>
Canada	<a href="mailto:AP.inquiry.amer@autodesk.com">AP.inquiry.amer@autodesk.com</a>
China	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Colombia	<a href="mailto:AP.inquiry.latam@autodesk.com">AP.inquiry.latam@autodesk.com</a>
Costa Rica	<a href="mailto:AP.inquiry.latam@autodesk.com">AP.inquiry.latam@autodesk.com</a>
Czech Republic	<a href="mailto:AP.inquiry.czech.republic@autodesk.com">AP.inquiry.czech.republic@autodesk.com</a>
Denmark	<a href="mailto:AP.inquiry.denmark@autodesk.com">AP.inquiry.denmark@autodesk.com</a>
Dubai	<a href="mailto:AP.inquiry.middle.east@autodesk.com">AP.inquiry.middle.east@autodesk.com</a>
Finland	<a href="mailto:AP.inquiry.finland@autodesk.com">AP.inquiry.finland@autodesk.com</a>
France	<a href="mailto:AP.inquiry.france@autodesk.com">AP.inquiry.france@autodesk.com</a>
Germany	<a href="mailto:AP.inquiry.germany@autodesk.com">AP.inquiry.germany@autodesk.com</a>
Hong Kong	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Hungary	<a href="mailto:AP.inquiry.hungary@autodesk.com">AP.inquiry.hungary@autodesk.com</a>
India	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Indonesia	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Ireland	<a href="mailto:AP.inquiry.ireland@autodesk.com">AP.inquiry.ireland@autodesk.com</a>
Israel	<a href="mailto:AP.inquiry.middle.east@autodesk.com">AP.inquiry.middle.east@autodesk.com</a>
Italy	<a href="mailto:AP.inquiry.italy@autodesk.com">AP.inquiry.italy@autodesk.com</a>
Japan	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Jordan	<a href="mailto:AP.inquiry.middle.east@autodesk.com">AP.inquiry.middle.east@autodesk.com</a>
Korea	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Malaysia	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Mexico	<a href="mailto:AP.inquiry.latam@autodesk.com">AP.inquiry.latam@autodesk.com</a>
Netherlands	<a href="mailto:AP.inquiry.netherlands@autodesk.com">AP.inquiry.netherlands@autodesk.com</a>
Norway	<a href="mailto:AP.inquiry.norway@autodesk.com">AP.inquiry.norway@autodesk.com</a>
Philippines	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Poland	<a href="mailto:AP.inquiry.poland@autodesk.com">AP.inquiry.poland@autodesk.com</a>
Qatar	<a href="mailto:AP.inquiry.middle.east@autodesk.com">AP.inquiry.middle.east@autodesk.com</a>
Romania	<a href="mailto:AP.inquiry.romania@autodesk.com">AP.inquiry.romania@autodesk.com</a>
Russia	<a href="mailto:AP.inquiry.russia@autodesk.com">AP.inquiry.russia@autodesk.com</a>
Saudi Arabia	<a href="mailto:AP.inquiry.middle.east@autodesk.com">AP.inquiry.middle.east@autodesk.com</a>
Singapore	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
South Africa	<a href="mailto:AP.inquiry.south.africa@autodesk.com">AP.inquiry.south.africa@autodesk.com</a>
Spain	<a href="mailto:AP.inquiry.spain@autodesk.com">AP.inquiry.spain@autodesk.com</a>
Sweden	<a href="mailto:AP.inquiry.sweden@autodesk.com">AP.inquiry.sweden@autodesk.com</a>
Switzerland	<a href="mailto:AP.inquiry.switzerland@autodesk.com">AP.inquiry.switzerland@autodesk.com</a>
Taiwan	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Thailand	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>
Turkey	<a href="mailto:AP.inquiry.turkey@autodesk.com">AP.inquiry.turkey@autodesk.com</a>
United Kingdom	<a href="mailto:AP.inquiry.uk@autodesk.com">AP.inquiry.uk@autodesk.com</a>
United States of America	<a href="mailto:AP.inquiry.amer@autodesk.com">AP.inquiry.amer@autodesk.com</a>
Vietnam	<a href="mailto:AP.inquiry.apac@autodesk.com">AP.inquiry.apac@autodesk.com</a>



<b>Country</b>	<b>Email Address for Invoice Submission</b>
Argentina	<a href="mailto:AP.invoice.argentina@autodesk.com">AP.invoice.argentina@autodesk.com</a>
Australia	<a href="mailto:AP.invoice.australia@autodesk.com">AP.invoice.australia@autodesk.com</a>
Austria	<a href="mailto:AP.invoice.austria@autodesk.com">AP.invoice.austria@autodesk.com</a>
Belgium	<a href="mailto:AP.invoice.belgium@autodesk.com">AP.invoice.belgium@autodesk.com</a>
Brazil	<a href="mailto:AP.invoice.brazil@autodesk.com">AP.invoice.brazil@autodesk.com</a>
Canada	<a href="mailto:AP.invoice.canada@autodesk.com">AP.invoice.canada@autodesk.com</a>
China	<a href="mailto:AP.invoice.china@autodesk.com">AP.invoice.china@autodesk.com</a>
Colombia	<a href="mailto:AP.invoice.colombia@autodesk.com">AP.invoice.colombia@autodesk.com</a>
Costa Rica	<a href="mailto:AP.invoice.costa.rica@autodesk.com">AP.invoice.costa.rica@autodesk.com</a>
Czech Republic	<a href="mailto:AP.invoice.czech.republic@autodesk.com">AP.invoice.czech.republic@autodesk.com</a>
Denmark	<a href="mailto:AP.invoice.denmark@autodesk.com">AP.invoice.denmark@autodesk.com</a>
Dubai	<a href="mailto:AP.invoice.uae@autodesk.com">AP.invoice.uae@autodesk.com</a>
Finland	<a href="mailto:AP.invoice.finland@autodesk.com">AP.invoice.finland@autodesk.com</a>
France	<a href="mailto:AP.invoice.france@autodesk.com">AP.invoice.france@autodesk.com</a>
Germany	<a href="mailto:AP.invoice.germany@autodesk.com">AP.invoice.germany@autodesk.com</a>
Hong Kong	<a href="mailto:AP.invoice.hongkong@autodesk.com">AP.invoice.hongkong@autodesk.com</a>
Hungary	<a href="mailto:AP.invoice.hungary@autodesk.com">AP.invoice.hungary@autodesk.com</a>
India	<a href="mailto:AP.invoice.india@autodesk.com">AP.invoice.india@autodesk.com</a>
Indonesia	<a href="mailto:AP.invoice.indonesia@autodesk.com">AP.invoice.indonesia@autodesk.com</a>
Ireland	<a href="mailto:AP.invoice.ireland@autodesk.com">AP.invoice.ireland@autodesk.com</a>
Israel	<a href="mailto:AP.invoice.israel@autodesk.com">AP.invoice.israel@autodesk.com</a>
Italy	<a href="mailto:AP.invoice.italy@autodesk.com">AP.invoice.italy@autodesk.com</a>
Japan	<a href="mailto:AP.invoice.japan@autodesk.com">AP.invoice.japan@autodesk.com</a>
Jordan	<a href="mailto:AP.invoice.jordan@autodesk.com">AP.invoice.jordan@autodesk.com</a>
Korea	<a href="mailto:AP.invoice.korea@autodesk.com">AP.invoice.korea@autodesk.com</a>
Malaysia	<a href="mailto:AP.invoice.malaysia@autodesk.com">AP.invoice.malaysia@autodesk.com</a>
Mexico	<a href="mailto:AP.invoice.mexico@autodesk.com">AP.invoice.mexico@autodesk.com</a>
Netherlands	<a href="mailto:AP.invoice.netherlands@autodesk.com">AP.invoice.netherlands@autodesk.com</a>
Norway	<a href="mailto:AP.invoice.norway@autodesk.com">AP.invoice.norway@autodesk.com</a>
Philippines	<a href="mailto:AP.invoice.philippines@autodesk.com">AP.invoice.philippines@autodesk.com</a>
Poland	<a href="mailto:AP.invoice.poland@autodesk.com">AP.invoice.poland@autodesk.com</a>
Qatar	<a href="mailto:AP.invoice.qatar@autodesk.com">AP.invoice.qatar@autodesk.com</a>
Romania	<a href="mailto:AP.invoice.romania@autodesk.com">AP.invoice.romania@autodesk.com</a>
Russia	<a href="mailto:AP.invoice.russia@autodesk.com">AP.invoice.russia@autodesk.com</a>
Saudi Arabia	<a href="mailto:AP.invoice.saudi.arabia@autodesk.com">AP.invoice.saudi.arabia@autodesk.com</a>
Singapore	<a href="mailto:AP.invoice.singapore@autodesk.com">AP.invoice.singapore@autodesk.com</a>
South Africa	<a href="mailto:AP.invoice.south.africa@autodesk.com">AP.invoice.south.africa@autodesk.com</a>
Spain	<a href="mailto:AP.invoice.spain@autodesk.com">AP.invoice.spain@autodesk.com</a>
Sweden	<a href="mailto:AP.invoice.sweden@autodesk.com">AP.invoice.sweden@autodesk.com</a>
Switzerland	<a href="mailto:AP.invoice.switzerland@autodesk.com">AP.invoice.switzerland@autodesk.com</a>
Taiwan	<a href="mailto:AP.invoice.taiwan@autodesk.com">AP.invoice.taiwan@autodesk.com</a>
Thailand	<a href="mailto:AP.invoice.thailand@autodesk.com">AP.invoice.thailand@autodesk.com</a>
Turkey	<a href="mailto:AP.invoice.turkey@autodesk.com">AP.invoice.turkey@autodesk.com</a>
United Kingdom	<a href="mailto:AP.invoice.uk@autodesk.com">AP.invoice.uk@autodesk.com</a>
United States of America	<a href="mailto:AP.invoice.usa@autodesk.com">AP.invoice.usa@autodesk.com</a>
Vietnam	<a href="mailto:AP.invoice.vietnam@autodesk.com">AP.invoice.vietnam@autodesk.com</a>