



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 **Sept. 01, 2019**)*

or

***5XXXXXX** (prior to **Sept 01, 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. Submit your PDF invoice via the [Supplier Portal](#) – No handwriting
2. 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
3. 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 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

APAC Countries: 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): 45XXXXXXXX or 5XXXXXX

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 country**:
 - The statement from the relevant VAT Directives if Zero Percentage or No VAT is charged (e.g., Importation, Intra-community Acquisition, Reverse Charge, Multi-jurisdictions, 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	AP.inquiry.latam@autodesk.com
Australia	AP.inquiry.apac@autodesk.com
Austria	AP.inquiry.austria@autodesk.com
Belgium	AP.inquiry.netherlands@autodesk.com
Brazil	AP.inquiry.latam@autodesk.com
Canada	AP.inquiry.amer@autodesk.com
China	AP.inquiry.apac@autodesk.com
Colombia	AP.inquiry.latam@autodesk.com
Costa Rica	AP.inquiry.latam@autodesk.com
Czech Republic	AP.inquiry.czech.republic@autodesk.com
Denmark	AP.inquiry.denmark@autodesk.com
Dubai	AP.inquiry.middle.east@autodesk.com
Finland	AP.inquiry.finland@autodesk.com
France	AP.inquiry.france@autodesk.com
Germany	AP.inquiry.germany@autodesk.com
Hong Kong	AP.inquiry.apac@autodesk.com
Hungary	AP.inquiry.hungary@autodesk.com
India	AP.inquiry.apac@autodesk.com
Indonesia	AP.inquiry.apac@autodesk.com
Ireland	AP.inquiry.ireland@autodesk.com
Israel	AP.inquiry.middle.east@autodesk.com
Italy	AP.inquiry.italy@autodesk.com
Japan	AP.inquiry.apac@autodesk.com
Jordan	AP.inquiry.middle.east@autodesk.com
Korea	AP.inquiry.apac@autodesk.com
Malaysia	AP.inquiry.apac@autodesk.com
Mexico	AP.inquiry.latam@autodesk.com
Netherlands	AP.inquiry.netherlands@autodesk.com
Norway	AP.inquiry.norway@autodesk.com
Philippines	AP.inquiry.apac@autodesk.com
Poland	AP.inquiry.poland@autodesk.com
Qatar	AP.inquiry.middle.east@autodesk.com
Romania	AP.inquiry.romania@autodesk.com
Russia	AP.inquiry.russia@autodesk.com
Saudi Arabia	AP.inquiry.middle.east@autodesk.com
Singapore	AP.inquiry.apac@autodesk.com
South Africa	AP.inquiry.south.africa@autodesk.com
Spain	AP.inquiry.spain@autodesk.com
Sweden	AP.inquiry.sweden@autodesk.com
Switzerland	AP.inquiry.switzerland@autodesk.com
Taiwan	AP.inquiry.apac@autodesk.com
Thailand	AP.inquiry.apac@autodesk.com
Turkey	AP.inquiry.turkey@autodesk.com
United Kingdom	AP.inquiry.uk@autodesk.com
United States of America	AP.inquiry.amer@autodesk.com
Vietnam	AP.inquiry.apac@autodesk.com



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