

## **BILLING INSTRUCTIONS**

Dear Supplier,

Autodesk uses the Ariba Network to transact with our suppliers; there are no fees for you to join or transact with Autodesk over the Ariba Network.

In order to submit invoices to Autodesk, your company must register on the Ariba Network. There are 2 ways to register:

1. By accepting a "Trading Relationship Request" from Ariba via email
2. From your Purchase Order, click the "Process Order" button to create a new Ariba Network account or to log into your existing Ariba Network Account

***Please contact [ariba.enablement@autodesk.com](mailto:ariba.enablement@autodesk.com) if you need assistance with either of these steps.***

There is no change to the current invoice submission process if the Autodesk entity you are billing resides in the following countries:

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

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 is 10-digit formatted **0005XXXXXX** or 7-digit formatted **5XXXXXX**.*

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. Ariba Network e-Invoicing**

- Supplier to submit invoices against the Autodesk PO via [the Ariba Network](#) .

### **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, Czech Republic, India, Israel, Italy, Japan, South Korea (non-digital tax invoice or not 전자세금계산서), Mexico, Poland, Qatar, Russia, Saudi Arabia, Taiwan, Turkey, UAE*

## **INVOICE STATUS INQUIRIES**

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

**ARIBA NETWORK:** Log on to your Ariba Network account

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

**APAC Countries:** [APAC.AP.Inquiry@autodesk.com](mailto:APAC.AP.Inquiry@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 (PO) number(s) – 0005XXXXXX or 5XXXXXX

### **Transaction Details:**

- Invoice Number
- Invoice Date
- Invoice Total Amount
- VAT or Tax Amount and Rate presented separately
- 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.

<b>COUNTRY</b> (Autodesk Billed To Country)	<b>EMAIL ADDRESS</b>
<b>EMEA</b>	
Austria	<a href="mailto:accounts-payable-austria@autodesk.com">accounts-payable-austria@autodesk.com</a>
Belgium	<a href="mailto:accounts-payable-netherlands@autodesk.com">accounts-payable-netherlands@autodesk.com</a>
Czech Republic	<a href="mailto:accounts.payable.czechrepublic@autodesk.com">accounts.payable.czechrepublic@autodesk.com</a>
Denmark	<a href="mailto:accounts.payable.denmark@autodesk.com">accounts.payable.denmark@autodesk.com</a>
France	<a href="mailto:accounts-payable-france@autodesk.com">accounts-payable-france@autodesk.com</a>
Germany	<a href="mailto:accounts-payable-germany@autodesk.com">accounts-payable-germany@autodesk.com</a>
Hungary	<a href="mailto:accounts.payable.hungary@autodesk.com">accounts.payable.hungary@autodesk.com</a>
Iceland	<a href="mailto:accounts.payable.iceland@autodesk.com">accounts.payable.iceland@autodesk.com</a>
Ireland	<a href="mailto:accounts.payable.ireland@autodesk.com">accounts.payable.ireland@autodesk.com</a>
Israel	<a href="mailto:accounts.payable.israel@autodesk.com">accounts.payable.israel@autodesk.com</a>
Italy	<a href="mailto:accounts-payable-italy@autodesk.com">accounts-payable-italy@autodesk.com</a>
Netherlands	<a href="mailto:accounts-payable-netherlands@autodesk.com">accounts-payable-netherlands@autodesk.com</a>
Poland	<a href="mailto:accounts.payable.poland@autodesk.com">accounts.payable.poland@autodesk.com</a>
Portugal	<a href="mailto:accounts.payable.portugal@autodesk.com">accounts.payable.portugal@autodesk.com</a>
Qatar	<a href="mailto:accounts.payable.qatar@autodesk.com">accounts.payable.qatar@autodesk.com</a>
Romania	<a href="mailto:accounts.payable.romania@autodesk.com">accounts.payable.romania@autodesk.com</a>
Russia	<a href="mailto:accounts.payable.russia@autodesk.com">accounts.payable.russia@autodesk.com</a>
Saudi Arabia	<a href="mailto:accounts.payable.saudiarabia@autodesk.com">accounts.payable.saudiarabia@autodesk.com</a>
South Africa	<a href="mailto:accounts.payable.southafrica@autodesk.com">accounts.payable.southafrica@autodesk.com</a>
Spain	<a href="mailto:accounts-payable-spain@autodesk.com">accounts-payable-spain@autodesk.com</a>
Sweden	<a href="mailto:accounts-payable-sweden@autodesk.com">accounts-payable-sweden@autodesk.com</a>
Switzerland	<a href="mailto:accounts-payable-switzerland@autodesk.com">accounts-payable-switzerland@autodesk.com</a>
Turkey	<a href="mailto:accounts.payable.turkey@autodesk.com">accounts.payable.turkey@autodesk.com</a>
UAE	<a href="mailto:accounts.payable.uae@autodesk.com">accounts.payable.uae@autodesk.com</a>
UK	<a href="mailto:accounts.payable.uk@autodesk.com">accounts.payable.uk@autodesk.com</a>
<b>LATAM</b>	
Argentina	<a href="mailto:accounts.payable.argentina@autodesk.com">accounts.payable.argentina@autodesk.com</a>
Brazil	<a href="mailto:accounts.payable.brazil@autodesk.com">accounts.payable.brazil@autodesk.com</a>
Colombia	<a href="mailto:accounts.payable.colombia@autodesk.com">accounts.payable.colombia@autodesk.com</a>
Mexico	<a href="mailto:accounts.payable.mexico@autodesk.com">accounts.payable.mexico@autodesk.com</a>