



BILLING INSTRUCTION

Dear Supplier,

Autodesk has enabled e-invoicing via Ariba Network effective 9th February 2018.

In order to submit invoices to Autodesk, your company must register on the Ariba Network via this [hyperlink](#) or through the emailed Purchase Order which you received. There is no cost to the supplier to register on the Ariba Network. Failure to do so may delay the processing and payment for your invoices.

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

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

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.

Thank you,
Autodesk Team

INVOICE SUBMISSION

1. Ariba Network e-Invoicing

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

2. Original Hardcopy Invoices

- If the Autodesk entity you are billing resides in the following countries:
Japan, South Korea (non-digital tax invoice or not 전자세금계산서), China, Taiwan, India, Italy, Poland, Czech Republic, Turkey, Israel, Russia, Mexico, Argentina, Brazil, Colombia
- Please submit the invoices to the respective Autodesk local office or billing address stated on the Purchase Order.

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

APAC Countries : 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.

COUNTRY (Autodesk Billed To Country)	EMAIL ADDRESS
EMEA	
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.ireland@autodesk.com
Israel	accounts.payable.israel@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	accounts.payable.qatar@autodesk.com
Romania	accounts.payable.romania@autodesk.com
Russia	accounts.payable.russia@autodesk.com
Saudi Arabia	accounts.payable.saudiarabia@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
Turkey	accounts.payable.turkey@autodesk.com
UAE	accounts.payable.uae@autodesk.com
UK	accounts.payable.uk@autodesk.com
LATAM	
Argentina	accounts.payable.argentina@autodesk.com
Brazil	accounts.payable.brazil@autodesk.com
Colombia	accounts.payable.colombia@autodesk.com
Mexico	accounts.payable.mexico@autodesk.com