



ACCOUNTING AND ADMINISTRATIVE STANDARDS AUTOGRILL SPA

This document has for purpose to indicate the minimum requirements regarding administrative standards. Autogrill asks that each supplier complies with them, in order to accelerate the receiving and recording times of the supply invoices.

This document details how to transmit fiscal documents (invoices, credit notes, orders and delivery notes) as well as all the basic information that must be written on them.

In the following pages, you will find phone numbers and email addresses to contact, should you require assistance.



INVOICES/ CREDIT NOTES

Arrangements for transmitting:

- **Email form (PDF)**
 - Documents addressed to Autogrill SpA: fattureservizi.autogrill@legalmail.it
 - Documents addressed to Nuova Sidap Srl: fattureservizi.nuovasidap@legalmail.it

Technical requirements to send fiscal documents by Email (PDF):

- Invoices must be attached in PDF format: any other electronic format will not be accepted;
- Files must not be compressed (zip or similar);
- If you send invoices/CN by certified email to the related address, please don't send them also on paper because Autogrill will proceed with the documents storage;
- Each PDF must hold only one invoice; attachments of the invoice, must be saved on the same PDF; you can transmit one mail with more PDF;
- Image format not exceeding A4;
- If PDF image: Black/White 300dpi;
- If PDF non image: Black/White;
- The certified email address can receive email message also from non certified email addresses;
- Invoices/CN must be exclusively sent to the certified email address above, not to other Autogrill email addresses (certified or not); documents sent to other departments or other people, won't be recorded and paid, but only used as internal documents;
- The certified email address indicated, is dedicated only to receiving and automatic press of the invoices/CN and not for communication referring; any message or attachment different from invoices, could get lost.



Information content invoices/Credit notes:

- Always write on the invoice the supplier code as defined by Autogrill and specified on the purchase order;
- Always write on the invoice the Autogrill order number. Always put the code **YB80** in front of the order number composed by 9 digits (YB80123456789);
- In each position of the invoice' text, always specify sequence and detail of the purchase order, specifying all the different amounts for each Point of Sale ;
- Please issue one invoice for each purchase order or, if it is not possible, clearly write order number and the positions related to each order;
- Specify different amounts for each Point of Sale ;
- The amount of the invoice must be the same of the purchase, unless there is a different balance;
- Increasing balances or extraordinary performances, if under contract, must be invoiced separately, with a new specific order;
- Please put on the invoice an administrative contact to solve any problem about invoices or recommendations.

Please note: Non-compliance of the specified rules, could cause delays on payment procedures.

For further information, please write to:

- fornitori.servizi@autogrill.net;

or contact us:

- +390248263653 on Wednesday and Friday from 9.30 to 12.30 am