

Marelli Suspension Systems Italy S.p.A.

Viale Aldo Borletti 61/63,
20011 Corbetta,
Milano,
Italy
VAT reg. IT13012450154

**Effective November 1st, 2020 – CHANGE OF CONTACT DETAILS**

Dear Supplier

With the purpose of continuously improving the quality and efficiency of our services towards our suppliers, Marelli Suspension Systems Italy S.p.A. would like to inform you about the possible supplier communication channels.

Please note that there will be no change of the legal name or VAT number.

As of the November 1st, 2020, there will be no change in the way of submission your invoices. Please keep submitting your invoices through Intesa as until now.

Contact details will be as follows:

Function	Team	Contact
Queries on invoice status, pending payments, missing credit notes, remittance advices not received, all queries about payments, change of bank details or other details, statements and reminders	Accounts Payable Helpdesk team	GBS.EMEA.PTP.Helpdesk.IT@marelli.com (expected response time 48 hours) Phone : +421 33 7973 134
Change of data on suppliers accounts, addresses, bank accounts, payment terms, etc.	Purchasing team	Buyer – as mentioned on the purchase order
Questions about a purchase order. Questions about price variance on an invoice	Purchasing team	Buyer – as mentioned on the purchase order

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At the same time, we would like to inform you about the following rules below to avoid your invoice being rejected and not paid.

- ❖ For invoices related to Purchase orders, the correct Purchase order must be mentioned on your invoice(s).
- ❖ If applicable, the VAT number of your company must also show on your invoice.
- ❖ Current, updated bank account have to appear on your invoice.
- ❖ Invoice document must show correct Marelli Legal Name, Address and VAT number.

You are kindly requested to comply with the above instructions. Marelli Suspension Systems Italy S.p.A. will not be liable in case above instructions are not duly met.

Yours sincerely,

Michael Petersen
SVP Global Business Services
Marelli Corporation

Cristiana Libertini
CFO
Marelli Suspension Systems Italy
S.p.A.