

**Marelli Suspension Systems Italy S.p.A.**

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



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**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, all your invoices issued for Marelli Suspension Systems Italy S.p.A., have to be sent using one of the following options:

1. By **POST** – using the Post BOX address indicated below
2. By **E-mail** – providing your invoice in PDF to the e-mail address indicated below

**Invoice Postal address:**

(\*Note: if sending invoices by courier, please remove „P.O. BOX 2” from the address and add Starohajiska 1 instead.)

Marelli Global Business Services Europe s. r. o.

P.O.BOX 2

917 10 Trnava 10

Slovak Republic

Contact details will be as follows:

Function	Team	Contact
Receiving invoices in PDF via e-mail	Scanning team	<a href="mailto:GBS.EMEA.PTP.Scanning.IT@marelli.com">GBS.EMEA.PTP.Scanning.IT@marelli.com</a>
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	<a href="mailto:GBS.EMEA.PTP.Helpdesk.IT@marelli.com">GBS.EMEA.PTP.Helpdesk.IT@marelli.com</a> (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.

- ❖ The preferred method of invoice receipt in Marelli Suspension Systems Italy S.p.A. is by e-mail in PDF format. Please note, if sending invoices by e-mail, they must be in non-editable/non-rewritable format. Ensure that billing details are correct.
- ❖ 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.