
Arçelik

Invoice Acceptance
Criteria

ARÇELİK INVOICE ACCEPTANCE CRITERIA

Arçelik is an e-invoice taxpayer. Certain mandatory fields to be filled on the invoice and the rules to be followed included in this document.

In order not to have problem in billing process, please ensure that mandatory information is provided and all additional documents pertaining to your invoices are attached.

MANDATORY FIELDS TO BE INCLUDED IN THE INVOICE

- Invoice Date
- Invoice Number
- Supplier Name & Address
- Supplier TIN & Tax Office
- Amount of Invoice Items
- Total amount
- Tax Detail
- Arçelik Title & Address
- Arçelik TIN & Tax Office

ARÇELİK A.Ş.
TAX OFFICE: BÜYÜK MÜKELLEFLER
TAXPAYER IDENTIFICATION NUMBER:
0730018000
KARAAĞAÇ CAD. NO:2 /6 SÜTLÜCE- BEYOĞLU
/ İSTANBUL

ARÇELİK PAZARLAMA A.Ş.
TAX OFFICE: KASIMPAŞA TO.
TAXPAYER IDENTIFICATION NUMBER:
0730433545
KARAAĞAÇ CAD. NO:2 /6 SÜTLÜCE- BEYOĞLU
/ İSTANBUL

- Purchase Order Number (SAS) is provided by Arçelik - *Characters should not be added to the beginning or end of the number.*
- E-Invoice Hierarchy Information & Arçelik Contact Person e-mail Address
- Bank Information - *When Overseas Suppliers issuing invoices*
- Signature - *When Overseas Suppliers issuing invoices*
- Stamp - *When Overseas Suppliers issuing invoices*

INVOICE OPTIONS

1. **e-Invoice** is the most preferred invoicing option in terms of efficiency, cost, and customer relations with the end-to-end fast and traceable process flow structure it provides.

For the invoices to reach the person concerned, when issuing e-invoices, our suppliers include the hierarchy address, which is obtained from the relevant service unit, in the "e-mail" field. If the hierarchy address is unknown, the Arçelik e-mail address of the invoice holder personnel from whom the relevant service is received should be specified.

2. **e-Archive** is an invoice option sent by our suppliers, who are not e-invoice parties, via Revenue Administration portal.

To record invoices quickly, invoices issued by suppliers should be sent via e-mail to earsivrobot@arcelik.com for Arçelik A.Ş and earsiv@arcelik.com for Arçelik Pazarlama A.Ş in ".html" format. In the note field of the invoice, the purchase order number provided by Arçelik and/or the Arçelik e-mail address of the invoice holder personnel from whom the service is received must be specified. The invoice should be sent to the e-mail address we have specified within the first 7 working days of the month following the invoice date.

3. **Printed invoice** is an invoice option that is prepared on paper and not sent digitally.

Invoices issued by the suppliers should be sent to matbu@arcelik.com via e-mail by specifying the printed-invoice number in the subject field. There should be only one invoice ".pdf" file in the e-mail and the name of the file should be written as "**Printed_(abcd).pdf**". For the invoices to reach the person concerned, the table below must be filled in by adding at least one information to the e-mail, and then no additional information must be added to the e-mail. The invoice should be sent to the e-mail address we have specified within the first 7 working days of the month following the invoice date.

Invoice Holder	xyz@arcelik.com
Purchase Order Number	

Note:

Arçelik A.Ş, for any questions about domestic invoices, ohmmerkez@arcelik.com;

*for the invoices issued from overseas you can send an e-mail to
finance_shared_service_center@arcelik.com*

*Arçelik Pazarlama A.Ş for any questions about invoices you can contact your
accounting responsible*