

Supplier Guidelines



Dear Supplier,

Tesla is committed to developing successful business relationships with our suppliers. It is important that we work together to ensure the information is kept current so that correspondence can flow smoothly.

Here are some general guidelines to make the process work:

KEEP YOUR INFORMATION CURRENT

Notify your Tesla contact when something changes (e.g., your address, bank details, name of your company, etc.) If your information does not stay current, payment may be delayed.

PURCHASE ORDERS

Tesla policy requires a purchase order (PO) for all purchases (goods or services). To protect yourself and to ensure timely payment, be sure to ask for a PO number before beginning work or shipping goods.

INVOICES

It is our goal to provide timely payment of your invoices. Non-compliant invoices cause significant delays in obtaining approvals and issuing payments. Here are a few key guidelines that we would like suppliers to adhere to in order to facilitate invoice processing and subsequent payment.

All invoices should be an “original” and contain the following information:

- Reference a valid Tesla Purchase Order (PO) number
- Registered name and address of Tesla entity under “Bill To” section on the PO
- Reference a unique invoice number and a valid invoice date
- Be submitted **electronically** by emailing accountspayable@teslamotors.com
- Invoices must be submitted in PDF format
- Each PDF document must refer to an individual invoice (invoice can be multiple pages and concern multiple PO's). Consolidated invoices are preferred.
- The size of each scanned document cannot be more than A4 measures (210 × 297 millimeters or 8.27 × 11.69 inches)
- Please ensure that the cumulative size of all attachments on an email do not exceed 10MB
- Please do not submit .zip files

Invoices should NOT:

- Be backdated (dated in the past)
- Be submitted before the goods have been shipped or the services have been rendered
- Be submitted by Mail; **All paper invoices will not be opened or acknowledged.**

Your payment terms only take effect once a compliant invoice is submitted in the ways described above. In case some of the above requirements are not met payment may be subject to delays.

Please address any Procurement related questions to purchasing@teslamotors.com

For any future Accounts Payable related questions (inquiries, payment status, statements, reminders, etc.) please contact APQuestions@teslamotors.com

For account or banking updates, please email VendorChanges@teslamotors.com

In applicable regions please adhere to local VAT compliance requirements.

Tesla looks forward to working with you and thank you for your cooperation.

Tesla Indirect Procurement