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## **ACCOUNTING AND ADMINISTRATIVE STANDARDS AUTOGRILL ITALIA SPA**

This document aims to indicate the minimum essential requirements relating to the administrative standards to which Autogrill asks all its Suppliers to adhere in order to speed up invoice receiving and recording.

The purpose of the document is to illustrate the transmission methods as well as the information requirements on the invoices/ CN.

If you have any questions about this, in the following sections of this document, you will find the numbers and email addresses to contact for assistance.



## INVOICES/ CREDIT NOTES

### Sending methods:

- **For National Suppliers:**  
report in the dedicated fields of the electronic invoice layout (in XML format) the Company's SDI identification code (SDI Code: [HHBD9AK](#)) and the purchase order number.
- **For Foreign Suppliers and Suppliers not subject to electronic invoicing:**  
send invoices to the Company at [fatturefornitori.noreply@autogrill.net](mailto:fatturefornitori.noreply@autogrill.net) only in PDF format and generating separate PDF files for each invoice.  
Alternatively, paper invoices can be sent to the Company c/o: Centro Direzionale Milanofiori, Palazzo Z, Strada 5, 20089 - Rozzano (MI).

### 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 other);
- If you send invoices/ CN by email to the dedicated address, we ask you not to send the same invoices/ CN also on paper because Autogrill will proceed with documents archiving;
- Separate PDF files will need to be generated for each invoice; invoice attachments must be included in the same PDF file as the invoice; email may also contain multiple PDF attachments corresponding to as many invoices;
- Format image not superior A4;
- If PDF image: black/white 300dpi;
- If PDF not image: black/white;
- Invoices/CN must be sent exclusively to the dedicated email address above, not to other Autogrill email addresses (certified or ordinary email); any copies of invoices sent by you to other offices and/or contacts of ours cannot in any way be considered valid to be posted and paid, but they will be considered only as copies for internal use;
- The email address indicated is dedicated only to invoice/ CN receiving and not to the exchange of any other communications; therefore, text messages or attachments other than invoices/CN received on that email may be lost.



### Information content on Invoices/Credit Notes:

- Always report on the invoice the Supplier reference number assigned by Autogrill, which can be retrieved from the purchase order itself ;
- Always report the purchase order number issued by Autogrill on the invoice. Prefix always the prefix YB80 in front of the 9-digit order number (example YB80123456789);
- Report in each position of the invoice body the same sequence and detail of the purchase order (distinguishing invoiced amounts by point of sale);
- Issue one invoice for each purchase order or, alternatively, clearly report purchase order number and, to follow, for each one, the related positions;
- Distinguish always amounts by each point of sale;
- Invoice amount must be the same of the purchase order, save different balancing;
- Any additional adjustments to the order and/or additional services, if provided for by the contract, must be invoiced separately, requiring the issuing of a new purchase order; ;
- Please indicate on the invoice a contact of an administrative representative for any reports.

**Please note:** The missed respect some indications above reported could be to behave delays in completing supplier payment procedures.

For any clarification, we invite you to send an email to the following address:

- [fornitori.servizi@autogrill.net](mailto:fornitori.servizi@autogrill.net)

or to contact us to the following telephone number:

- [+39.02.48263653](tel:+390248263653) on Wednesday and Friday from 9.30 to 12.30 am.