

SUPPLIER INVOICE REQUIREMENTS

PURPOSE

Our vendors are important to us and we want to ensure you receive accurate, on-time payments. This letter serves as notice to our vendors on Federal-Mogul Motorpart's invoice requirements and provides you with helpful information on how to contact us.

METHOD OF VENDOR INVOICE SUBMITTAL

Please send all invoices electronically to the email address on your Purchase Order, please do not send duplicate hardcopies to the Federal Mogul postal mailing address. Please state the Purchase Order number and ship to location in the subject line, otherwise the invoice will be discarded. Please ensure to send one invoice per pdf and the invoice must be at least 300 dpi. Also, please do not send more than five (5) invoice(s) per email to ensure timely processing.

Please allow five (5) business days for the invoice(s) to be uploaded into our system. We will pay according to our payment cycle.

Contact the Federal Mogul Help Desk for any invoice issue at 1-877-610-8819 or USMPIquiry@fmmotorparts.com

The Contact Center representatives are available from 8:00am - 5:00pm EST Monday - Friday.

Invoice submission checklist:

- ✓ Federal-Mogul Purchase Order Number – (if multiple Purchase Orders on one invoice, please include the related PO on each line item)
- ✓ Vendor Number
- ✓ Vendor Name
- ✓ Vendor Remit to Address
- ✓ Bill to Location
- ✓ Sold to Location
- ✓ Ship to Location
- ✓ Invoice Number
- ✓ Invoice Date
- ✓ Delivery Note Number, Bill of Lading, ASN or Vendor Packing List Number
- ✓ Matching number used on inbound delivery document
- ✓ Federal-Mogul Part Number or Service/Material Description on each line item (line items must match the Purchase Order)
- ✓ Quantity with Unit of Measure on each line item
- ✓ Price on each line item
- ✓ Extended Amount for each line item

- ✓ Total Invoice Amount
- ✓ Currency

The Accounts Payable team at Federal-Mogul Motorparts is continually trying to improve the supplier payment experience.

If your organization is unable to email an invoice, please mail hardcopies to:
Federal-Mogul, P.O. BOX 981469, El Paso, TX 79998-1469

Or Overnight to:
Federal-Mogul, 1000 Hawkins Blvd. Suite A, El Paso, TX 79915

List of functional email inboxes that invoices can be sent to are listed below.

Invoice Ship to Location		Email Inbox for Invoicing
Glasgow, Kentucky	Indianapolis, Indiana	usemailinvoice@fmmotorparts.com
Jacksonville, Alabama	Moreno Valley, California	
Smyrna, Tennessee	Southfield, Michigan	
York, Pennsylvania	All TSC locations	
Boaz, Alabama	Juarez, Mexico – Ship to Don Haskins, El Paso, TX only	usmpscanning@fmmotorparts.com
Maryland Heights, Missouri	Maryville, Missouri	
Orangeburg, South Carolina	Maysville, Kentucky	
Smithville, Tennessee	Plymouth, Michigan – Friction Location only	
Mc Cord Payen/ Tepo plant		bvsp_invoice@fmmotorparts.com

Vendor Statements including Invoice #, Date, Amount, PO #, and F-M Ship to Location should be emailed monthly in an excel format to mpstatements@fmmotorparts.com

ELECTRONIC PAYMENT INITIATIVE

Federal-Mogul Motorparts requires all vendors to be paid via ACH if domestic US vendor or via Wire payment if international vendor. If you currently receive your payments from Federal-Mogul Motorparts via hard copy check please initiate the change to wire or ACH payment immediately to avoid payment delays. Please send your wire or ACH banking details including SWIFT code or IBAN if applicable along with your vendor name and number on company letterhead signed by an authorized representative to your Federal-Mogul Motorparts contact.