

Business Compass

Supplier Guide (for Indirect and CAPEX)

NOTICE

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Table of Contents

Managing Your Supplier Profile

Page 3-4	Managing your contact information, Document Archive
Page 5	Updating your bank account information, Log-in questions

Supplying to Tesla – What are the requirements?

Page 6	No PO, No Pay Policy
Page 7	PO PDF Document

Receiving payment – How should I invoice Tesla?

Page 7-8	Submitting an Invoice
Page 9	Viewing Invoice Status
Page 10	Viewing Invoice Rejections
Page 11	Correcting an Invoice
Page 14	Viewing Payment Remittances
Page 15	Invoicing – Summary
Page 16	Contacts and Training

Managing your supplier profile is critical and on-going task. Please ensure that your supplier contact information, address, bank details and VAT registration are always up to date.

Managing your Contact information

Completing the 'Contact Validation Task'.

- This needs to be done right after your supplier profile is approved! – [click here](#)
- Roles of each contact type can be found on page 7 of the manual – [click here](#)

Creating or updating supplier contact details (Primary contact is required)

- Creating or changing the primary contact (email the [filled-out Primary Contact Form](#) to vendorchanges@tesla.com)
- Changing other (non-primary) contacts – [click here](#)
- Please ensure your VAT registration number is valid

Document Archive

Many documents on Tesla's processes can be found here. If you have a question, before reaching out a contact, it is recommended to check the page.

Link – [click here](#)

Please ensure the correct purpose is assigned to your user account

- **Primary** – Manage contacts (assign purposes and add/ remove users).
- **Finance + Portal Account** – Access to all finance modules; PO PDF, invoicing, Create invoice from PO and payment remittances.
- **Sales** – Recipient of PO PDF documents. If no Sales contact is assigned, PO’s will not be sent per e-mail and consequently PO’s will not be visible in the supplier portal.

1. Current assigned **Purposes** to the user account
2. The Primary contact can make modifications to each user

Address

Contacts

Internal

Document

EHS Questionnaire

Contact Details ⓘ

The Supplier Contact Detail is available to manage organizations contacts.
Please go to [warp supplier master](#) to make any changes.

Manage Contacts

Validation Task

Manage Email Domains

The Managing Contacts tab is an overview of your supplier profile contact data and the purposes or access needs of an individual contact within your organization to conduct business with Tesla on this portal. [Contact Purposes](#)

Full Name	Mobile	Phone	Job Title	Email Communication Language	Email	Finance Lead	Remit To	Primary Contact	Purpose	Linked Supplier Codes	Action
	—		Customer Service	English		—	—	✓	Sales, Primary, Portal Account, Finance		
	—		Finance	English		✓	✓	—	Finance, Remit To, Finance Lead, Portal Account, Sales		
			finance	English		—	✓	—	Finance, Remit To		

HISTORY

This screen is available by navigating from the home screen and clicking on **Profile** > **Maintain contacts** in the Supplier portal home screen.

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4

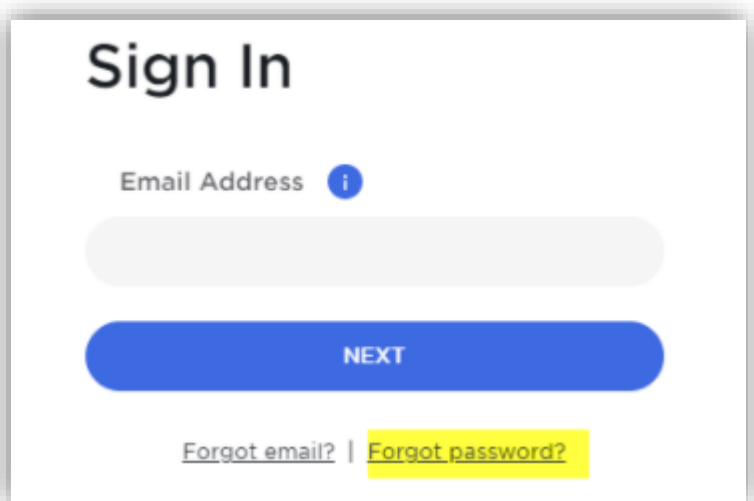
Updating your bank account information (Link: [Training documentation](#)).

1. Directly email vendorchanges@tesla.com (with no Tesla employee in CC) requesting a bank change. Include your 6-digit supplier code both in the subject and in the body of the email. You will receive a form to complete and be asked for a new bank document.
2. Once the documents are processed, you will receive validation call(s) from the Vendor Changes team.
3. While the bank change is ongoing, supplier is put on payment hold.

Log-in related questions

- **I forgot my password:**

Go to the [Home Page of Tesla supplier portal](#) and click on Forgot Password



- **I have difficulties logging in:**

Please use Chrome/Microsoft Edge or Firefox browser & clear your browser cache

- **Can my supplier profile be deactivated?**

Deactivation happens automatically after 18 months of no POs or invoices exchanged.

Tesla follows a strict No PO, No Pay Policy.

It is extremely important to always follow the policy on all stated points.

You are not able to submit invoices without a Purchase Order (PO).

[Click Here for the complete No PO, No Pay Policy](#)

Please read this document carefully.

PO PDF Document


What should I verify on the Purchase Order?

1. Check if the information on your company is up to date.
2. Payment terms, correct?
3. The address that you must ship the goods to
4. Currency, correct?
5. Quantity and pricing, correct?

For an overview of all your POs, check the supplier portal.

By starting to perform work or deliver services, you agree that you will invoice Tesla in line with the PO.

Services or goods that are not on the PO document will not be paid.



APPROVED

Tesla Motors Netherlands B.V.
Burgemeester Stramanweg 122 1101
EN Amsterdam ZuidooSt,The
Netherlands
VAT#: NL850516675B01

Purchase Order

PO #: 4900XXXXXX

Last Release Date: YYYY-Month-DD

REVISED: YYYY-Month-DD

Vendor

Supplier Code

Supplier Business Name

Supplier Address

Supplier City, Zip Code

Supplier Contact Information

Supplier Phone Number

Supplier Email Address

Ship To

Tesla Motors Netherlands B.V.

Tilburg-Factory
Asteriastraat 1-7
Tilburg, Tilburg 5047 RM Netherlands

Requestor /Contact: Name

Email: Email Address

Terms & Payment

INCO TERMS: NA - NA

PAYMENT TERMS: Net due in 60 days

Bill To

Line #	Tesla Part Number	Description	Detail# / Sub Assembly	Qty	UM	Due Date	Unit Price (EUR)	Rcvd Qty	Status	Total (EUR)
10		Description of the requested service or goods		10,000.00	EA	2021-04-29	1.000000	0.00	Open	10,000.00
20		Description of the requested service or goods		10,000.00	EA	2021-05-30	1.000000	0.00	Open	10,000.00
30		Description of the requested service or goods		10,000.00	EA	2021-06-29	1.000000	0.00	Open	10,000.00
										30,000.00

Tesla offers the following methods of Electronic invoicing:

- 1. Portal Flip (PDF invoice submission in supplier portal)
- 2. EDI (Electronic Data Interchange)
- 3. cXML (Context Modelling Language)

Invoicing Type	TRAINING/ CONTACT
Portal Flip	Page 8-15 of this document
EDI (Electronic Data Interchange)	Link (column EDI) - TeslaEDI@tesla.com
cXML (Context Modelling Language)	E-invoicing@tesla.com
Additional questions to understand the training material	E-invoicing@tesla.com

Invoicing – Select PO To Invoice (1/2)

Supplier maintenance

Purchase order

Invoicing

Please send partial credit notes per e-mail to creditmemos@tesla.com. These cannot be processed through the portal.

- 1. Click **Create Invoice from PO**
- 2. Enter **Filters** and click **Search** to search for POs
- 3. Click **View** to check sum of existing invoices for the PO (optional)
- 4. Click **Create Invoice** to begin submitting your invoice

Capex and Indirect Invoice ⓘ

Invoices

Create Invoice from Shipment

Create Invoice from PO

CSV Upload

Filters

PO Number

Company

PO Create Date *

Enter Complete PO Number

Select Company

07/06/2021 - 01/06/2022

CLEAR

SEARCH

Purchase Orders

EXPORT TO EXCEL

SUPPLIER	COMPANY NAME	PO NUMBER	TOTAL AMOUNT ORDER...	INVOICED AMOUNT	CURRENCY	CREATE DATE	ACTION
000000 - Supplier Name	3000 - Tesla, Inc (USA)	4700333871	28,053.57	View	USD	2021-10-04	Create Invoice
000000 - Supplier Name	3000 - Tesla, Inc (USA)	4700330131	6,050.00	View	USD	2021-09-21	Create Invoice
000000 - Supplier Name	3000 - Tesla, Inc (USA)	4700329857	7,260.00	View	USD	2021-09-17	Create Invoice
000000 - Supplier Name	3000 - Tesla, Inc (USA)	4700321852	423.20	View	USD	2021-08-20	Create Invoice
000000 - Supplier Name	3000 - Tesla, Inc (USA)	4700311446	396.00	View	USD	2021-07-12	Create Invoice
000000 - Supplier Name	3000 - Tesla, Inc (USA)	4700310653	7,500.00	View	USD	2021-07-08	Create Invoice
000000 - Supplier Name	3000 - Tesla, Inc (USA)	5100275099	10,799.24	View	USD	2021-07-07	Create Invoice

Page Size: 100 1 to 7 of 7 Page 1 of 1

This screen is available by clicking on the ≡ top left > click **Finance** > click **Invoices**.

Invoicing – Submit Invoice (2/2)

Supplier maintenance

Purchase order

Invoicing

1. Enter **Invoice Number** and **Invoice Date** as shown on your invoice
** Invoice must be submitted within the last 7 calendar days after invoice issuance.*
2. Click **Choose a File** and select your original invoice PDF
3. Select **Invoice** for Attachment Category (PDF attachment is required)
4. Click the checkboxes for each **PO Line** you are invoicing
5. Click and select the correct tax code, adjust the **Tax Amount** and **Quantity To Invoice** (or **Amount To Invoice**) fields as necessary
(**Tax Code** selection is required)
6. Click **Submit** once you are done

Create Invoice

Supplier
000000 - Supplier Name

Entity
3000 - Tesla, Inc (USA)

PO Number
4700333871


Currency
USD

Invoice Number *
1234

Invoice Date *
01/06/2022

Upload Supporting Documents

2


Drag and Drop a File or [choose a file](#)

Name	Attachment Category *	Actions
scan.pdf	<div>3<div>Invoice</div></div>	<div>Delete</div>

Invoice processing will be delayed if documents are not submitted

	LINE #	SHORT TEXT	UNIT P...	ORD...	INV...	INVOI...	OPEN AM...	UOM	ORDERED AM...	TAX CODE	TAX AM...	QUANTITY TO INV...	AMOUNT TO INV...
<div>4<input checked="" type="checkbox"/></div>	10	4DU 6208 + 6...	12,805	1	0	0.00	12,805.00	EA	12,805.00	<div>5<div>Taxable</div></div>	1.23	1.00	12,805.00
<div><input checked="" type="checkbox"/></div>	20	4DU 6007 bea...	1.053	3456	0	0.00	3,639.17	EA	3,639.17	<div>Tax Exempt</div>	0.00	3456.00	3,639.17
<div><input type="checkbox"/></div>	30	4DU 608 bear...	0.22	11520	0	0.00	2,534.40	EA	2,534.40		0.00	11520.00	2,534.40
<div><input type="checkbox"/></div>	40	4DU 608 oute...	9,075	1	0	0.00	9,075.00	EA	9,075.00		0.00	1.00	9,075.00

Page Size: 25

1 to 4 of 4

Page 1 of 1

Shipping & Handling
0

Sub Total
16,444.17

Tax Amount
1.23

Total
16,445.40

RESET

6

SUBMIT

This screen is available by clicking on the  top left > click **Finance** > click **Invoices**.

Invoicing – Viewing Invoice Status

Supplier maintenance

Purchase order

Invoicing

Invoice Reports ⓘ

Invoices

Create Invoice from Shipment

Create Invoice from PO

CSV Upload

Filters

Invoice Number

Invoice Status

PO Number

Company

Packing Slip Number

Invoice Date Range *

Enter Complete Invoice Number

Select Invoice Status

Enter Complete PO Number

Select Company

Enter Complete PSN

07/06/2021 - 01/06/2022

CLEAR

SEARCH

Please be aware that it can take upto 7 days before an invoice you send will appear as received

EXPORT TO EXCEL

ACTIONS	DOCUMENT	INVOICE NUMBER	INVOICE AMOUNT	CURRENCY	STATUS	CONTACT INFO	INVOICE DATE	INVOICE DUE DATE	PO #
↓		6335463	1,456.00	USD	Pending Approval	Approver	2021-10-21	2021-12-20	5100268566
↓		6334709	1,623.24	USD	Pending Approval	Approver	2021-10-21	2021-12-20	5100275099
↓		6351276	1,153.60	USD	Pending Approval	Approver	2021-10-21	2021-12-20	5100268566
↓		6349092	468.65	USD	Pending Approval	Approver	2021-10-21	2021-12-20	5100268566
↓		6309330	2,380.80	USD	Pending Approval	Approver	2021-10-21	2021-12-20	5100268566

This screen is available by clicking on the ≡ top left > click **Finance** > click **Invoices**.

Please review the **Invoice Reports** screen before contacting Tesla. Do not send multiple inquiries as this may delay response.

1. By clicking on the role listed in the **Contact Info** column, an email will be opened in your email client addressed to the responsible Tesla contact.
2. The order of columns can be adjusted by clicking on the column header and dragging the column to the desired position;
3. Please consider that a defaulted date filter is set of 6 months. All data can be exported to excel.

Invoicing – Viewing Invoice Rejections

Supplier maintenance

Purchase order

Invoicing

Invoice Reports i

Invoices

Create Invoice from Shipment

Create Invoice from PO

CSV Upload

Filters

Invoice Number

6235127

Invoice Status

All

PO Number

Enter Complete PO Number

Company

Select Company

Packing Slip Number

Enter Complete PSN

Invoice Date Range *

07/06/2021 - 01/06/2022

CLEAR

SEARCH

Please be aware that it can take upto 7 days before an invoice you send will appear as received

EXPORT TO EXCEL

ACTIONS	DOCUMENT	INVOICE NUMBER	INVOICE AMOUNT	CURRENCY	STATUS	CONTACT INFO	INVOICE DATE	INVOICE DUE DATE	PO #
		2 6235127	200.70	USD	Posted		2021-10-07	2021-12-06	4700290291
		1 6235127	0.00		Reject		2021-08-24		

This screen is available by clicking on the top left > click **Finance** > click **Invoices**.

Invoices rejected by Tesla should be actioned by the supplier based on the rejection notes.

1. The originally submitted invoice that was **rejected**.
2. The newly submitted invoice that has been posted for payment.

Note: To resubmit the invoice, please follow the process beginning on **page 9** of this PDF. Rejected invoices will remain in the Invoice Reports section, so please search by the invoice number before resubmitting to ensure the invoice hasn't already been resubmitted.

Invoicing – Correcting Invoices

Supplier maintenance

Purchase order

Invoicing

UPDATE: As of January 9, 2022, you can now Reject a previously submitted invoice via Portal Flip, allowing you to resubmit.

- 1. Click the *Invoice Number* (invoice cannot be in *Posted* or *Paid* status)
- 2. Click *Reject Invoice*
- 3. Resubmit the invoice following the steps provided in this document

Invoice Reports ⓘ

Filters

Invoice Number

Enter Complete Invoice Number

Invoice Status

Select Invoice Status

CLEAR

SEARCH

Please be aware that it can take upto 7 days before an invoice is processed

ACTIONS	DOCUMENT	INVOICE NUMBER
		CB137454
		CB137117
		CB137115
⌵		6499365
⌵		6496982
⌵		6494213
⌵		6496898
⌵		6494294
⌵		6494214
		CB135842
⌵		6491850
		CB135717
⌵		6489059

Invoice Information

General

Supplier Code

000000

Supplier Name

Supplier Name

Reference Number

56113

Invoice Number

6494213

Invoice Date

10/27/2021

Invoice Status

Received

Payment Terms

Net due in 60 days

Currency

USD

Total Tax Amount

0.00

Total Invoice Amount

24,609.96

Doc Type

Debit

Text

Purchase Orders

LINE NUMBER	PO NUMBER	PART NUMBER	UOM	QUANTITY	PRICE	TAX AMOUNT	EXTENDED AMOU...
90	7700000672	1031808-00-A	EA	2700	6.35	0.00	17,145.00
100	7700000672	1024643-00-A	EA	1536	4.86	0.00	7,464.96

Remittances ⓘ

Filters

Reference

Enter Reference

Company

Select Company

Payment Date Range *

07/17/2021 - 01/17/2022

CLEAR

SEARCH

SUPPLIER	COMPANY	REFERENCE	PAYMENT DATE	PAID AMOUNT	CURRENCY
000000 – Supplier name	3000 – Tesla, Inc (USA)	3000AP000000001	2022-01-01	1,000.00	GBP
000000 – Supplier name	3000 – Tesla, Inc (USA)	3000AP000000002	2022-01-02	200.00	EUR

This screen is available by clicking on the ≡ top left > click *Finance* > click *Remittances*.

1. Payment details will appear after clicking on the payment reference number related to your received payment.

Invoicing – Summary

Please ensure invoice and data entered when submitting an invoice are an exact match to your records and attached VAT invoice.

Invoices must be submitted within 7 days of your original invoice date. This will ensure timely processing of your invoice.

Please do not invoice an item if there are PO discrepancies. Contact your PO requester (listed on your PO PDF) to resolve issues before invoicing.

Each invoice must be submitted via a separate invoice submission. It is not allowed to combine multiple invoices in one submission.

You will receive a pop-up notification once your invoice has been created successfully.

Supplier maintenance

Purchase order

Invoicing



Not complying to the above might cause delays in payment.

Contacts and Training

Support Contacts

PURPOSE	CONTACT
Technical issues with Supplier Portal (errors, login problems etc.)	Supplierportal@tesla.com
Bank or tax information, contact updates etc.	Vendorchanges@tesla.com
Invoice and payment related issues	EUAPQuestions@tesla.com
Additional questions to understand the training material	E-invoicing@tesla.com
Questions on Payment terms, Incoterms, legal matters etc.	Your Tesla contact

Training Material

PURPOSE	TRAINING DOCUMENT
Managing Contacts	Link
Bank Change	Link
Creating Invoice	Link
Invoice Reports	Link