



iSupplier

联系方式

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1. 采购订单

Business User

Buyer

A purchase requisition must be created and approved by the business user requiring your goods and/or services before a purchase order can be created by the buyer.

When the buyer creates the Purchase Order it is automatically emailed to the address you provided in the supplier set up process.

If you have a query relating to the purchase order, the contact name of the business user requesting the goods and/or services can be located on the purchase order.

2. 发票提交

Accounts Payable

Please electronically email your invoice to respective Experian country mailbox. Invoices should be in either of the following formats:

- TIFF Format (Group IV monochrome, and 300 dpi)
- PDF (standard type, no password protection)

Please ensure that the file is no larger than 5MB with no more than 10 attachments to one email.

All invoices should include the information outlined below:

- Purchase Order Number
- Unique Invoice Number
- Supplier name and Remit Address
- Description to sufficiently identify the Goods / Services
- Location where any Services are being provided
- Any Discounts applied
- Price and Quantity
- Subtotal (charges excluding Shipping and Tax)
- Shipping and Tax Totals
- Grand Total (charges including Shipping and Tax)

NOTE: Invoices sent elsewhere or without the required information will not be processed.

3. 发票审批

Business User

All invoices require approval by the business user who created the purchase requisition. Accounts Payable is not able to process payment without this approval. The buyer is not involved in this part of the process.

4. 发票支付

Accounts Payable

Payment of approved invoices will be based on the agreed payment terms stated in the signed terms and conditions.

For all invoice queries please contact your local Accounts Payable in the first instance.

5. 全球供应商维护联系方式

国家	邮箱
UK, EMEA and APAC	GlobalSuppliermaintenance@experian.com
US, Canada & Costa Rica	GlobalSuppliermaintenance@experian.com
PE, AR, CO, CL, VE	admindecuentas@experian.com

6. 应付帐款联系人

国家 (地区)	Query Mailbox	Invoice Submission Mailbox
阿根廷	CuentasAPagarAR@Experian.com	FacturasArgentina@experian.com
澳大利亚	AU.APFinanceSSC@au.experian.com	apinvoicesau@experian.com
奥地利	payables.at@experian.com	APIInvoicesAT@experian.com
博茨瓦纳	payablesBW@experian.com	APIInvoicesBW@experian.com
保加利亚	payables.BG@experian.com	APIInvoicesBG@experian.com
加拿大	APDeptCA@experian.com	APIInvoicesCA@experian.com
智利	cuentasapagarcl@experian.com	APIInvoicesCL@experian.com
中国大陆	cn.apfinancesc@cn.experian.com	APIInvoicesCN@experian.com
哥伦比亚	CuentasAPagarCO@Experian.com	FacturasColombia@experian.com
哥斯达黎加	cuentasapagarcr@experian.com	APIInvoicesCR@experian.com
丹麦	PayablesDK@experian.com	APIInvoicesDK@experian.com
法国	payables.fr@experian.com	APIInvoicesFR@experian.com
德国	payablesde@experian.com	APIInvoicesDE@experian.com
中国香港 & 中国台湾	HK.APFinanceSSC@hk.experian.com	APIInvoicesHK@experian.com
印度	IN.APFinanceSSC@in.experian.com	APIInvoicesIN@experian.com
爱尔兰	res_ireacpy@experian.com	APIInvoicesIE@experian.com
意大利	PayablesIT@experian.com	APIInvoicesIT@experian.com
日本	jp.apfinancesc@jp.experian.com	apinvoicesjp@experian.com
莱索托	payablesLS@experian.com	APIInvoicesLS@experian.com
马来西亚	KUL.APFinanceSSC@my.experian.com	apinvoicesmy@experian.com
摩纳哥	payables.MC@experian.com	APIInvoicesMC@experian.com
荷兰	payablesnl@experian.com	APIInvoicesNL@experian.com
新西兰	AU.APFinanceSSC@au.experian.com	apinvoicesnz@experian.com
挪威	payables.no@experian.com	APIInvoicesNO@experian.com
巴拿马	CuentasAPagarPA@experian.com	FacturasPA@experian.com
秘鲁	CuentasAPagarPE@Experian.com	FacturasPeru@experian.com
菲律宾	PH.APFinanceSSC@experian.com	apinvoicesph@experian.com
波兰	payablespl@experian.com	APIInvoicesPL@experian.com
新加坡	SGP.APFinanceSSC@sg.experian.com	apinvoicessg@experian.com
南非	payablesza@experian.com	APIInvoicesZA@experian.com
西班牙	payables.es@experian.com	APIInvoicesES@experian.com
瑞士	payablesCH@experian.com	APIInvoicesCH@experian.com
土耳其	payables.tr@experian.com	APIInvoicesTR@experian.com
英国	AccountsPayable@experian.com	APIInvoicesUK@experian.com
美国	APDEPT@Experian.com	APIInvoicesUS@experian.com