

Supplier Guide
for
Accounts Payable
Processes

MAHLE North America

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Introduction

Welcome to our supplier guide. This document is designed to assist you in understanding the process of submitting invoices and contacting our Accounts Payable department for any inquiries. By following the guidelines outlined here, you can ensure that your invoices are processed efficiently, payments are made on time, and your questions are addressed promptly.

This Supplier Guide applies to all MAHLE entities in North America.

Supplier Responsibilities

Ensuring that suppliers adhere to their responsibilities is paramount for the smooth operation of the Accounts Payable process and the efficient handling of transactions.

Below is the list of the main responsibilities that MAHLE requires each supplier to follow:

- Supplier is responsible for following processes described in this guideline.
- Supplier is responsible for enrolling in MAHLE ePAID (Taulia) portal.
- Supplier is responsible for submitting invoices following invoice requirements within 10 days of invoice date.
- Supplier is responsible for monitoring and tracking invoice status via MAHLE ePAID (Taulia) portal. If invoice is not scheduled for payment by its due date, Supplier needs to contact Accounts Payable via the defined channels in this guide.
- Supplier is responsible to contact Accounts Payable for any inquiries related to invoice status/payments. No other MAHLE personnel/department should be contacted regarding Accounts Payable inquiries.

Invoice Requirements

To facilitate timely payment, it is essential to submit invoices correctly and on time. It is required that invoices are submitted within 10 days of the invoice date.

Before submitting your invoice, please ensure it includes the following information:

- Invoice Number: A unique identifier for your invoice.
- Invoice Date: The date the invoice is issued.
- Purchase Order Number: The reference number provided by us at the time of order placement. Only 1 Purchase Order is allowed per invoice.
- Purchase Order Line Item: The reference number included in the Purchase Order for each material/service.
- Description of Goods/Services: A clear description of the goods or services provided.

- **Delivery Note Reference:** The same reference used when delivering the goods or services, for example Bill of Lading, Packing Slip, or ASN.
- **Supplier Contact Information:** Your company's name, address, Tax ID, phone number, and email address.
- **Quantity, Unit Price, and Currency:** The quantity, unit price, and currency of each item or service rendered. This information needs to match the information provided in the Purchase Order.
- **Total Amount Due:** The total amount payable, including any applicable taxes and discounts.
- **Invoice Format:** Invoice needs to be submitted in PDF format.

Failing to comply with any of these responsibilities and requirements will cause the invoice to be rejected, and payment to be delayed.

Supplier Portal – MAHLE ePAID (Taulia)

As part of a strategic effort to improve operational efficiency, MAHLE North America launched the ePAID platform, powered by Taulia. MAHLE ePAID platform provides you with 24/7 visibility into invoice and payment status.

For our partnership to remain competitive, MAHLE’s requirement for suppliers is to submit invoices and contact Accounts Payable for any inquiry through ePAID platform.

For Mexican Suppliers, due to invoice tax validation, it is mandatory to submit invoices and contact AP via the platform.

If you are not enrolled in ePAID platform yet, please send an email to epaid.na.support@mahle.com with your supplier number to receive an invitation.

In case you have more than one vendor number assigned by MAHLE, your accounts can be merged so you can use one log in for all your vendor numbers. You can contact Taulia Support to have your accounts merged. See contact details at section “9. ePAID (Taulia) Additional contact information”.

MAHLE ePAID (Taulia) website: <https://login.eu1prd.taulia.com/login>

While most common Web Browsers work, Google Chrome is the preferred browser for the portal.

Below you can find MAHLE ePAID (Taulia) detailed processes:

1. Invoice submission process for Non-Mexican Suppliers

Easily submit your PO-based invoices through the ePAID (Taulia) platform. Because ePAID (Taulia) is connected to MAHLE’s accounting system, invoices submitted through the platform are received by MAHLE in real time. With ePAID (Taulia), invoice submission is fast and easy.

Follow these instructions to create an invoice against a purchase order:

1 - Click on Create Invoice from the home page.

2 - Search for the PO that you need to create an invoice against using the search feature. Select the PO number.

Create Invoice

Search Purchase Orders to Create an Invoice [Advanced Search](#)

PO Number

PO Status

[+ Create Non-PO Invoice](#)

[Find Purchase Order](#)

Purchase Orders 1-10 [Download List](#) [Refresh](#)

PO Number	Status	Date	PO Value	Invoiced Value	Open Value	Actions
4500000293	New	26-Jan-2022	USD 1,000.00	USD 0.00	USD 1,000.00	Confirm PO
4500000292	New	26-Jan-2022	2,000.00 EUR	0.00 EUR	2,000.00 EUR	+ Create Invoice
4500000288	Invoiced	31-Jul-2019	USD 85.00	USD 100.00	USD 0.00	+ Create Invoice
4500000284	Invoiced	03-Jul-2019	USD 85.00	USD 85.00	USD 0.00	+ Create Invoice

3 - After selecting the Purchase Order number, you will be shown the PO details. Select Create Invoice button under Actions (the button on the far right column) to start the invoicing process.

4 - Fill out invoice creation fields:

- Add Invoice Number (mandatory)
- Add Invoice Date (mandatory)
- Currency (automatically selected based on PO currency)

<p>Invoice Number <input type="text"/></p> <p>Invoice Date <input type="text" value="02/26/2025"/></p> <p>Supply Date <input type="text"/></p> <p>Currency USD (US Dollar)</p> <p>Purchase Order <input type="text"/></p> <p>Payment Terms Due on day 18 in 02 months</p> <p>Customer Contact <input type="text"/></p> <p>Transport Order <input type="text"/></p> <p>Consignment no <input type="text"/></p>	<p>Supplier</p> <div style="background-color: #ccc; width: 150px; height: 100px; border-radius: 10px;"></div> <p>Change Ship From Address</p> <p>Change Remit To Address</p>	<p>Customer 1000 - MAHLE ENGINE COMPONENTS USA, INC. One Mahle Drive Morristown, TN, TN 37814 US (United States)</p> <p>Customer Tax Identifier <input type="text"/></p> <p>Ship To MEC USA Mfg One Mahle Drive Morristown, TN 37814 US (United States) Edit Cancel</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5 - Review the line item details of your invoice. Note that you cannot invoice PO line items with zero value. Select "X" to remove the line item that you will not use. You can also use the "X" option to remove line items you do not need to invoice or you will not invoice at the time.

- Description (automatically pulled from the PO)
- Unit (automatically pulled from the PO)
- Quantity (edit the Quantity that you are invoicing if needed)
- Unit Price (if not editable, you will invoice the line amount using the Quantity field)
- Tax Type (depending on the invoicing country, tax type must be selected for each line item)
- "Delivery Note" field is mandatory and should be filled out with the reference used when delivering the goods or services. For example: Bill of Lading, Packing Slip, or ASN. If no reference was used, please type the invoice number (excluding special characters, zeros, blank spaces).

#	PO Item	Description	Unit	Quantity	Unit Price
1	10	test item	Ea (Each)	2	10,000.00

Discount: 0.00
Line Total: 20,000.00

Delivery note:

6 - Upload your original invoice in PDF format by clicking on the "Upload Attachment" button and selecting your invoice.

#	Description	Amount	Type	Total
---	-------------	--------	------	-------

+ Add Select One... ▼

Comment:

Upload Attachment

Subtotal: 200.00
Total Discount: 0.00
Sales Tax: 50.00
Invoice Amount: 200.00
Currency: USD (US Dollar)

Save as Draft Submit Invoice

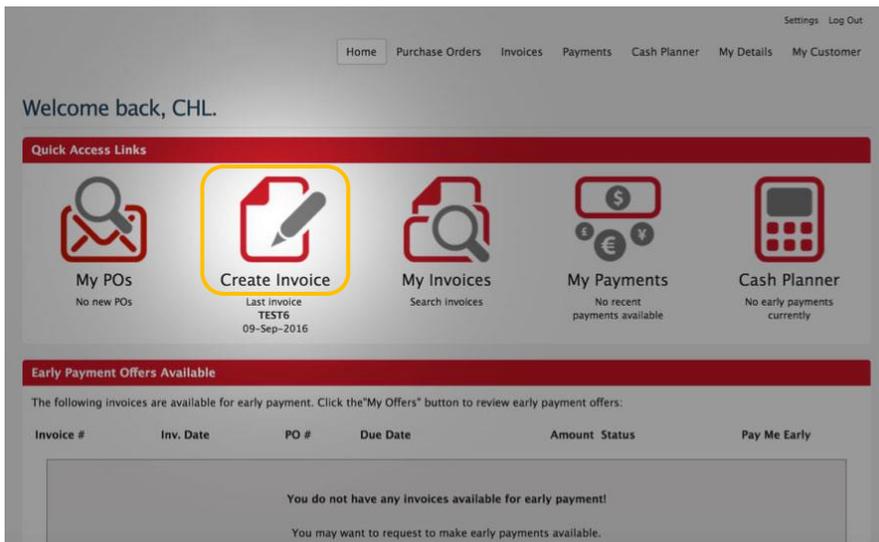
7 - Click Submit Invoice. You will then need to confirm your invoice submission.

8 - Once your invoice is submitted into the portal, you can track the status of your invoice through the “My Invoices” section of the portal.

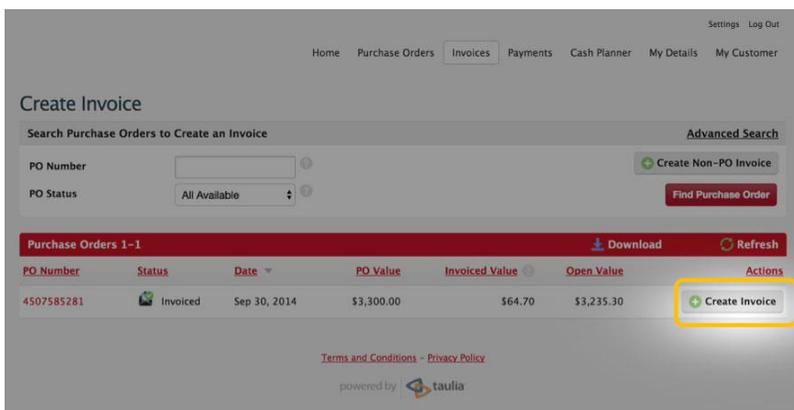
2. Invoice submission process for Mexican Suppliers

Follow to the instructions below to learn how to upload your Mexico SAT compliant CFDI invoice.

1 - Click on Create Invoice from the home page.



2 - Type the PO number that you wish to invoice in the PO number field and click on Find Purchase Order. Once you locate the PO, click Create Invoice to the right of it.



3 - Click on “Select and Upload File” to locate and upload the .xml file that contains your invoice data. File format must be SAT compliant CFDI. Maximum size is 19.0 MB. The uploaded data will automatically populate the invoice.

[Invoice Submission](#) / CFDI Upload For PO # 4500010411

CFDI Upload For PO # 4500010411

Select and Upload File

Please select the file that contains your invoice data. File format must be SAT compliant CFDI. Maximum size is 19.0 MB. Upload will start automatically.

If your CFDI file is expired, please contact your local tax authority to get a new file and try again.

- 4 - Select the PO item(s) that you wish to invoice for each invoice line.
- “Delivery Note” field is mandatory and should be filled out with the reference used when delivering the goods or services. For example: Bill of Lading, Packing Slip, or ASN. If no reference was used, please type the invoice number (excluding special characters, zeros, blank spaces).

Line Items					
#	PO Item	Description	Unit	Quantity	Unit Price
1	10 - Test CFD	AGUA BONAFONT 600 ML	Ea (Each)	2	107.00
				Discount	0.00
				Line Total	214.00

Delivery note

5 - Click on “Upload Attachment” to provide your original invoice in PDF format.
Click on “Submit Invoice”

Additional Items

#	Description	Amount	Type	Total
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[+ Add](#)

Comment

Upload Attachment

Subtotal	200.00
Total Discount	0.00
Sales Tax	<input type="text" value="\$0.00"/>
Invoice Amount	200.00
Currency	USD (US Dollar)

Save as Draft

Submit Invoice

3. Review invoice status

Since ePAID (Taulia) is connected to MAHLE’s accounting system, you can see the real-time status of your invoices through your Taulia account. If you are enrolled in ePAID (Taulia), you are required to review invoice status in the portal. Regardless of the invoice submission process used, invoice status is available in the portal.

You can check the status of your invoice by doing the following:

- 1 – Go to portal home page.
- 2 - Go to My Invoices.
- 3 - Search for your invoice number.
- 4 - In the search results area, look under Status. This column will show the current status of your invoice:

My Invoices

Search My Invoices

Invoice Number

Purchase Order

Invoice Status All

Showing 3661-3670 of 3,744 Invoices Download

Invoice #	Inv. Date	PO #	Due Date	Document Amount	Status
3452345235	06-Apr-2016	JGK-PO7002	20-Aug-2016	\$483.68	Approved
23412341234	06-Apr-2016	JGK-PO7002	tbd	\$967.36	Submitting...
0273838390	06-Apr-2016	JGK-PO7002	20-Aug-2016	\$967.36	Approved
JK_INV1008	15-Mar-2016		tbd	\$1.25	Paid
JK_INV1007	15-Mar-2016		tbd	\$1.25	In process
JK_INV1005	15-Mar-2016		tbd	\$10.25	Paid
JK_INV1004	15-Mar-2016		tbd	\$10.25	Paid
JK_INV1002	15-Mar-2016		tbd	\$1.25	Paid
JK-INV-119	11-Jan-2016	JGK-PO7002	20-Aug-2016	\$483.68	Approved
JK-INV-107	11-Jan-2016	JGK-PO7002	20-Aug-2016	\$967.36	Approved

Possible Invoice Status

Approved - The invoice is ready for payment and is waiting to be paid based on the due date defined by the Purchase Order payment terms.

Cleared - An offset value of your original open invoice. Typically means the invoice is not paid. Contact Accounts Payable via ePAID (Taulia) messaging tool if you have questions.

Draft - The invoice has been created but IS NOT submitted. Ensure to update the pending fields and submit the invoice.

In Process - The invoice is pending review in MAHLE's accounting system. Hover your mouse over the reason to see why your invoice is still In Process. If there is no reason, and the invoice is going to be past due within 5 days, please contact Accounts Payable via ePAID (Taulia) messaging tool.

Incomplete - A correction needs to be made on the invoice. Hover your mouse over the Incomplete status and see the reason. This invoice cannot be fixed, so you will need to submit the invoice again.

Paid - The invoice has been paid, and the payment reference is linked to the invoice.

Submitting - An invoice is in the submission process to MAHLE's accounting system. If this status does not change within 2 days, please contact Taulia Support.

Unpaid - Available as an invoice search status. It shows a list of invoices that are not paid but have an "approved" or "in process" status. The invoice may have a status other than "paid".

Voided - The invoice has been canceled by MAHLE. Contact Accounts Payable via ePAID (Taulia) messaging tool if you have questions.

Validation Pending - The invoice is in the process of being validated with the local tax authority. This is a temporary status. If this status does not change within 2 days, please contact Taulia Support.

Validation Failed - Invoice failed validation with the local tax authority. The invoice must be corrected and resubmitted. In case you have any questions, please contact Taulia Support.

Rejected - MAHLE rejected the invoice permanently. Rejection reason is sometimes provided in ePAID (Taulia). You can hover your mouse over the status to see further details. Contact Accounts Payable via ePAID (Taulia) messaging tool if you have questions.

Main Reasons for invoices to be rejected:

- Duplicate: Invoice was submitted more than once.
- New Invoice Requested: received invoice was incorrect, and new invoice was requested. If you have any questions, please contact AP via ePAID (Taulia) messaging functionality.
- PO not valid or missing: please contact your buyer to receive a valid PO.
- Price/Quantity incorrect: update invoice and resubmit accordingly.
- Wrong Company/Address: invoice MAHLE entity is incorrect. Need to re-submit the invoice via ePAID (Taulia) or the correct email address for invoice submission listed in the Appendix section.
- Submit invoice via Taulia: if you are enrolled in ePAID (Taulia), you need to submit the invoice via the portal. Please re-submit accordingly in the portal.
- Not an invoice: document rejected since it is not an invoice, it might be an account statement, or any other document.
- Other Reason: email sent to supplier with further details. If you have further questions, please contact AP via ePAID (Taulia) messaging functionality.

- Your customer rejected the invoice permanently: this message shows up when the invoice is related to a ERS / Self Billing PO. Invoices related to this type of PO should not be submitted, otherwise are automatically rejected by AP accounting system

4. Review payment details

To find your remittance/payment details, follow the steps below:

- 1 - Log in to the Home page.
- 2 - Click on My Payments from the Quick Access Links.
- 3 - Use the payment search feature to find your payment by Payment Reference or Invoice Number.

My Payments

Search My Payments [Advanced Search](#)

Payment Reference

Invoice Number

Payment Records 1-10 [Download List](#) [Refresh](#)

Payment Ref.	Pay Date	Payment Method	Check No.	Discount Amount	Payment Amount	Actions
3600475825	Jul 18, 2024	ACH Format (CGI)		\$0.00	\$23,471.99	
3600474782	Jun 13, 2024	ACH Format (CGI)		\$0.00	\$7,000.62	
3600473932	May 16, 2024	ACH Format (CGI)		\$0.00	\$14,232.15	
3600473447	Apr 25, 2024	ACH Format (CGI)		\$0.00	\$246.37	
3600472986	Apr 18, 2024	ACH Format (CGI)		\$0.00	\$21,290.76	

Use the Advanced Search feature if you wish to further narrow down your search results by:

My Payments

Search My Payments [Advanced Search](#)

Payment Reference

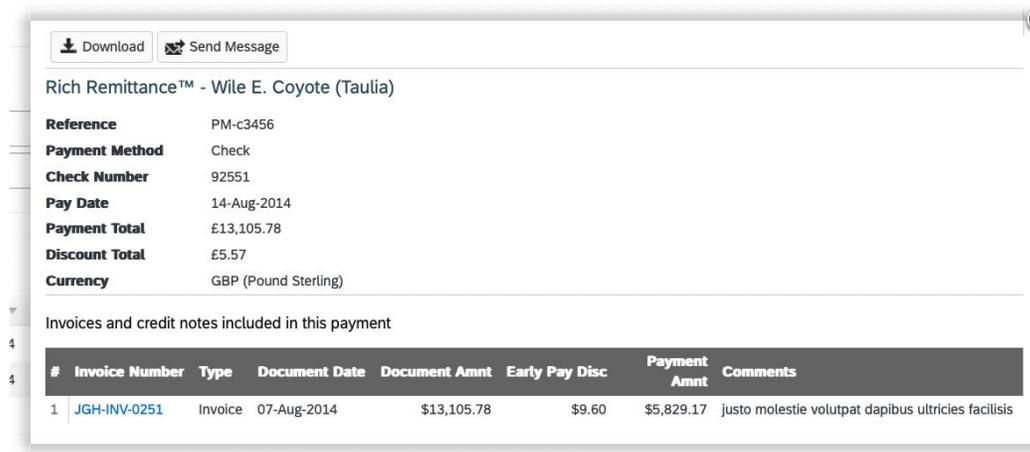
Invoice Number

- ACH Number - search for payment records using the payment number
- From Amount - search for payment using a range of payment amounts
- Pay Date - search for payment using a range of dates that the payment was released

4 - From the results list, click on the payment reference number under the Payment Ref. column to view the payment details.

If you search by Payment Reference but there is no result, please contact Accounts Payable via Messaging functionality following instructions on “7. Process to contact Accounts Payable”

If you search by Invoice Number but there is no result, the invoice is likely to not have been paid. Check the status of your invoice through the My Invoices section.



5 - From here you can see the rich remittance details. It will also show you the invoice(s) paid under this remittance.

Select the invoice number to view the invoice details.

Select Download if you wish to download a copy of the payment.

Select Send Message to contact MAHLE Accounts Payable if you have additional questions about the payment.

5. Process to submit Payment Complement (only for Mexican suppliers)

This process is only for Mexican suppliers to comply with Mexican Tax Authority (SAT) requirements.

Payment Complements need to be created and uploaded to the portal by the 5th natural day of the following month of the payment reception. As an example, if a payment is received during the month of January, you have until February 5th to have the payment complement created and uploaded in MAHLE ePAID (Taulia). Failing to comply with this requirement will trigger future actions by MAHLE.

Payment Complements need to be uploaded at MAHLE ePAID (Taulia) following the next steps:

- 1 - Go to portal home page, and select My Payments
- 2 - Find the payment that you would like to submit a payment complement and click on its reference.
- 3 - A window will open showing the payment details. Click on the “Add Payment Complement” icon. (Note: if this option does not show up, please send the payment complement in XML and PDF by email to complementosdepagoap@mahle.com).
- 4 - A new window will open. You need will need to click on “Select and upload file”, and then upload the Payment Complement in XML format.

6. Process to request Invoice Cancellation (only for Mexican suppliers)

This process is only for Mexican suppliers to comply with Mexican Tax Authority (SAT) requirements.

In case you need an invoice to be cancelled, you need to contact Accounts Payable via ePAID (Taulia) messaging functionality before requesting the invoice’s cancellation to Tax Authority. If you request an invoice to be cancelled in Tax Authority website before receiving approval from AP, the request will be automatically rejected.

In order to contact Accounts Payable, you need to send a message via ePAID (Taulia) by selecting any invoice in the portal. In the subject, please type “Solicitud de Cancelación”, and in the message body add the following information:

- 1 - Invoice number to be cancelled
- 2 - Invoice UUID to be cancelled
- 3 - Your Company Tax ID (RFC)
- 4 - MAHLE entity Tax ID (RFC) to which you issued the invoice

After reviewing the information, Accounts Payable will confirm via the same messaging functionality the approval to request the invoice to be cancelled in the Tax Authority (SAT) portal.

Please take into consideration that even if you need to cancel an invoice that you never sent to MAHLE, it is essential to notify Accounts Payable following the above process.

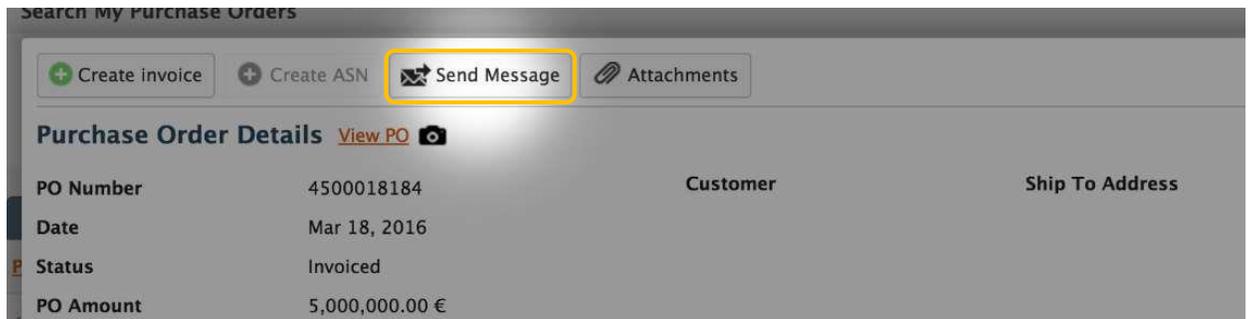
7. Process to contact Accounts Payable

The Send Message feature in the platform is a messaging tool that is directly connected to MAHLE’s ERP system. Use this feature to contact MAHLE through the platform if you have questions related to a PO, Invoice, or Payment that you see in the platform. This is a two-way communication tool that can help streamline messages between you and MAHLE. Please ensure

that question is asked to the correct document. This means that if the question is related to an invoice status, ensure that the question is asked to that specific invoice.

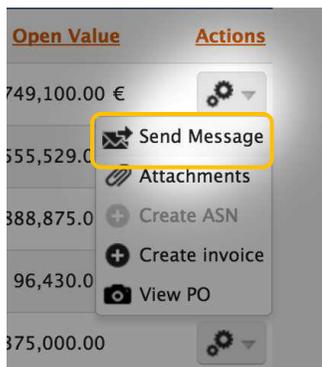
To use the Send Message feature, please do the following:

- 1 - Click on My Invoices, My Payments or My POs in the Quick Access Links. What you select depends on the type of question you have.
- 2 - Search for the PO, invoice or payment number and click Search.
- 3 - Select the PO, invoice or payment number in question.
- 4 - A pop-up window will come up. Select the Send Message option as seen below:

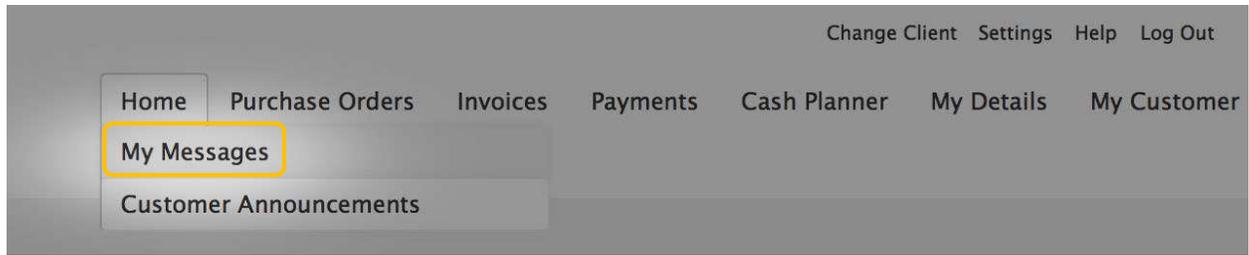


You can also get to the Send Message option by doing the following:

- 1 - Click on My Invoices, My Payments or My POs in the Quick Access Links.
- 2 - Search for the PO, invoice or payment number and click Search.
- 3 - Under the Actions column, click the gear icon dropdown and choose Send Message.



- 4 - Enter a Subject Line and detailed Description then click OK to send the message. The message will be sent to MAHLE. You will receive a response directly from the messaging box in the portal. You will also be notified by email (if you are opted in to receive "New Message" email notifications) that you have a new message waiting to be read in the portal. You can find the messages under the Home menu.



Additional FAQs

Where will I find the Send Message feature?

The feature can be found in the My POs, My Invoices, and My Payments section. Just select a PO, invoice, or payment record then select the Send Message option to open the tool. Be sure to provide clear and concise information when sending a message. When MAHLE AP replies, the message can be found under Home > My Messages.

My question is about a PO, invoice, or payment that is not on the platform. What should I do?

Find an existing PO, invoice, or payment and Send Message tool to ask your question. Just be sure to provide detailed information including the PO, invoice, or payment number in question. Please ensure that if you ask about an invoice status, you ask the question to an invoice document.

8. Rapid Mapping Process

For suppliers already enrolled in Rapid Mapping process, invoices can continue to be submitted using the procedure communicated when enrolled in the process.

As a reminder, only emails enrolled in MAHLE ePAID (Taulia) can submit invoices via Rapid Mapping process. If you have any questions, please contact epaid.na.support@mahle.com.

9. ePAID (Taulia) Additional contact information

Below you can find additional support channels that you could contact depending on the issue that you might face:

- Taulia Support should be contacted if:
 - You have issues logging into the ePAID platform after trying to reset your password
 - The ePAID platform is not loading
 - You are not receiving email notifications from the platform
 - You are getting technical errors when using the ePAID platform
 - You would like to have your accounts (more than one vendor number) merged
 - You are unable to submit an invoice or invoice is on Submitting/Validating status for more than 2 days.
 - Taulia Support Contact:

- Website: <https://support.taulia.com/>
- Link to Create a Ticket:
https://support.taulia.com/pkb_contact?l=en_US
- Phone Number:
 - US Support Number: +1 415 942 8173
 - US Toll-Free Support Number: +1 866 913 8409
 - Mexico: +52 55 8526 8353
 - Germany: +4921195987913
 - Additional phone numbers can be located in Taulia's website
- Accounts Payable should be contacted through the platform messaging function if:
 - You have issues or questions about an invoice or PO in the ePAID platform
 - You have questions about a payment showing paid by MAHLE
 - Please see process above related to: "Process to contact Accounts Payable"
- ePAID North America Support should be contacted if:
 - You have not been invited for enrollment yet
 - You are not seeing a specific PO, invoice or payment document in the platform
 - Send an email to epaid.na.support@mahle.com with your vendor number and the issue details

ERS / Self Billing Process

The Evaluated Receipt Settlement (ERS) or Self Billing process is a streamlined method for invoice processing and payment. This process eliminates the need for suppliers to submit invoices for payment. Instead, payments are generated based on the receipt of goods and services matched against purchase orders. If an invoice related to a PO set up as ERS / Self Billing is submitted, Accounts Payable system will automatically reject it.

Once the Good Receipt is posted at the Plant, the "invoice" will be posted automatically referencing to your delivery document. If you are not able to see a document in MAHLE ePAID (Taulia) that references your invoice/Bill of Lading/Packing Slip, then please contact the warehouse personnel to have the Good Receipt created. Also, take into consideration that payment terms for these invoices start counting on the day that Good Receipt is created in MAHLE's system. In case you have any questions about Payment Terms, please contact your Buyer directly.

You can identify your POs set up as ERS / Self Billing within MAHLE ePAID (Taulia) under "My Purchase Orders", or you can contact your Buyer.



My Purchase Orders

Search My Purchase Orders

PO Number

PO Status

Purchase Orders 1-3

PO Number	Status	Date
	<input checked="" type="checkbox"/> Self-Billing	Aug 20, 2023
	<input checked="" type="checkbox"/> Self-Billing	Mar 12, 2007
	<input checked="" type="checkbox"/> Self-Billing	Mar 12, 2007

Alternative Invoice Submission Method and AP Inquiry for Suppliers not enrolled in ePAID (Taulia)

* This alternative process does not apply for Mexican Suppliers

In the meantime, while you enroll into our ePAID (Taulia) platform, you can submit invoices and send an inquiry to Accounts Payable via email. Ensure to select the correct email based on the MAHLE entity, otherwise, your request will be rejected.

Also, take in consideration that if you are enrolled in ePAID (Taulia), any emails send to Accounts Payable will not be attended.

List of emails by MAHLE entity can be found in the Appendix.

Invoice Submission Emails

Invoice submission emails are automated emails that feed your invoices into our Accounts Payable system. These emails are not monitored. If any inquiry or any other information is submitted via these emails, they will not be attended.

Supplier Inquiry Form

For easier communication, a Supplier Inquiry Form has been created for suppliers to contact Accounts Payable. Suppliers should fill out this form with all necessary details and submit it through the designated channel. This form ensures that your inquiries are directed to the correct team member and addressed promptly. Please follow the instructions provided on the form.

If you do not have the Supplier Inquiry Form, please contact the inquiry email related to the proper MAHLE entity in the Appendix.

Closing

We appreciate your attention to this Supplier Guide and your cooperation in adhering to the outlined requirements. By following these procedures, you help ensure a smooth and efficient process for all parties involved. Should you have any questions or need further assistance, please do not hesitate to reach out through the appropriate channels mentioned above.

Thank you for your collaboration and understanding.

Kind Regards,

MAHLE North America – Accounts Payable

Appendix

1. List of Accounts Payable emails for suppliers not enrolled in Taulia:

MAHLE Entity	Country	Location	Invoice Email	AP Inquiry Email
MAHLE Aftermarket Inc	US	Farmington Hills, MI / Olive Branch, MS	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Aftermarket Inc - Service Solutions	US	York, PA / F.H., MI	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Aftermarket Mexico	MX	Lerma, MEX	factura.mx@mahle.com	aclara.after@mahle.com
MAHLE Behr Charleston	US	Charleston, SC	invoice.bkp@mahle.com	apbu3@mahle.com
MAHLE Behr Dayton	US	Dayton, OH	invoice.bkp@mahle.com	apbu3@mahle.com
MAHLE Behr Manufacturing Management Inc (Juarez)	US	Juarez, MEX	invoice.bkp@mahle.com	apthermal@mahle.com
MAHLE Behr Manufacturing Management Inc (Ramos Arizpe)	US	Ramos Arizpe, MEX	factura.bkp@mahle.com	apbu3mexico@mahle.com
MAHLE Behr Mexico	MX	Ramos Arizpe, MEX	factura.bkp@mahle.com	apbu3mexico@mahle.com
MAHLE Behr Mount Sterling	US	Mt. Sterling, OH	invoice.6211@mahle.com	apbu3@mahle.com
MAHLE Behr Rio Bravo	MX	Rio Bravo, MEX	factura.bkp@mahle.com	apjuarez@mahle.com
MAHLE Behr Service Mexico	MX	Ramos Arizpe, MEX	factura.bkp@mahle.com	apbu3mexico@mahle.com
MAHLE Behr Service Mexico	MX	Ramos Arizpe, MEX	factura.bkp@mahle.com	apbu3mexico@mahle.com
MAHLE Behr USA	US	Troy, MI	invoice.bkp@mahle.com	apbu3@mahle.com
MAHLE Componentes de Motor de Mexico (Aguascalientes - Liners)	MX	Aguascalientes, MEX	factura.mx@mahle.com	aclaraags@mahle.com
MAHLE Componentes de Motor de Mexico (Lerma - Bearings)	MX	Lerma, MEX	factura.mx@mahle.com	aclaralerma@mahle.com
MAHLE Componentes de Motor de Mexico (Ramos Arizpe - Conrods)	MX	Ramos Arizpe, MEX	factura.mx@mahle.com	aclararamos@mahle.com
MAHLE Componentes de Motor de Mexico (Ramos Arizpe - Liners)	MX	Ramos Arizpe, MEX	factura.mx@mahle.com	aclararamos@mahle.com
MAHLE Componentes de Motor de Mexico (Ramos Arizpe - Pistons)	MX	Ramos Arizpe, MEX	factura.mx@mahle.com	aclararamos@mahle.com
MAHLE Compresores	MX	Juarez, MEX	factura.bkp@mahle.com	apjuarez@mahle.com
MAHLE de Mexico (Aguascalientes - Rings)	MX	Aguascalientes, MEX	factura.mx@mahle.com	aclaraags@mahle.com
MAHLE de Mexico (Celaya)	MX	Celaya, MEX	factura.mx@mahle.com	aclarafiltros@mahle.com
MAHLE de Mexico (Lerma - Bearings)	MX	Lerma, MEX	factura.mx@mahle.com	aclaralerma@mahle.com
MAHLE de Mexico (Ramos Arizpe - Conrods)	MX	Ramos Arizpe, MEX	factura.mx@mahle.com	aclararamos@mahle.com
MAHLE de Mexico (Ramos Arizpe - Liners)	MX	Ramos Arizpe, MEX	factura.mx@mahle.com	aclararamos@mahle.com
MAHLE de Mexico (Ramos Arizpe - Pistons)	MX	Ramos Arizpe, MEX	factura.mx@mahle.com	aclararamos@mahle.com
MAHLE de Mexico (Santa Catarina)	MX	St. Catarina, MEX	factura.mx@mahle.com	aclarafiltros@mahle.com
MAHLE de Mexico (Santa Catarina)	MX	St. Catarina, MEX	factura.mx@mahle.com	aclarafiltros@mahle.com
MAHLE Engine Components USA (Aguascalientes - Rings)	US	Aguascalientes, MEX	factura.mx@mahle.com	aclaraags@mahle.com
MAHLE Engine Components USA (Atlantic)	US	Atlantic, IA	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Engine Components USA (Lerma - Bearings)	US	Lerma, MEX	factura.mx@mahle.com	aclaralerma@mahle.com
MAHLE Engine Components USA (McConnelsville)	US	McConnelsville, OH	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Engine Components USA (Morristown)	US	Morristown, TN	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Engine Components USA (Motorsports)	US	Morristown, TN	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Engine Components USA (Ramos Arizpe - Conrods)	US	Ramos Arizpe, MEX	factura.mx@mahle.com	aclararamos@mahle.com

MAHLE Entity	Country	Location	Invoice Email	AP Inquiry Email
MAHLE Engine Components USA (Ramos Arizpe - Liners)	US	Ramos Arizpe, MEX	factura.mx@mahle.com	aclararamos@mahle.com
MAHLE Engine Components USA (Ramos Arizpe - Pistons)	US	Ramos Arizpe, MEX	factura.mx@mahle.com	aclararamos@mahle.com
MAHLE Engine Components USA (Russelville)	US	Russelville, AR	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Engine Components USA (St. Johns)	US	St. Johns, MI	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Engine Components USA (Tech Center)	US	Farmington Hills, MI	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Filter System Canada (Tilbury)	CA	Tilbury, ON, Canada	invoice.2412@mahle.com	accounts.payable@mahle.com
MAHLE Filter System North America (Murfreesboro)	US	Murfreesboro, TN	invoice.2081@mahle.com	accounts.payable@mahle.com
MAHLE Filter Systems North America (Celaya)	US	Farmington Hills, MI	invoice.2081@mahle.com	aclarafiltros@mahle.com
MAHLE Filter Systems North America (Mechatronics)	US	Rockford, IL	invoice.2081@mahle.com	accounts.payable@mahle.com
MAHLE Filter Systems North America (Santa Catarina)	US	Farmington Hills, MI	invoice.2081@mahle.com	aclarafiltros@mahle.com
MAHLE Filter Systems North America (Santa Catarina)	US	Farmington Hills, MI	invoice.2081@mahle.com	aclarafiltros@mahle.com
MAHLE Filter Systems North America (Tech Center)	US	Troy, MI	invoice.2081@mahle.com	accounts.payable@mahle.com
MAHLE Industrial Thermal Systems America	US	Belmont, MI	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Industries Inc	US	Farmington Hills, MI	invoice.us@mahle.com	accounts.payable@mahle.com
MAHLE Manufacturing Management Inc	US	Juarez, MEX	invoice.bkp@mahle.com	apthermal@mahle.com
MAHLE Shared Services Mexico	MX	Monterrey, MEX	factura.mx@mahle.com	repcionservicios@mahle.com
MAHLE Sistemas de Filtracion de Mexico (Celaya)	MX	Celaya, MEX	invoice.2951@mahle.com	aclarafiltros@mahle.com
MAHLE Sistemas de Filtracion de Mexico (Santa Catarina)	MX	St. Catarina, MEX	invoice.2951@mahle.com	aclarafiltros@mahle.com
MAHLE Sistemas de Filtracion de Mexico (Santa Catarina)	MX	St. Catarina, MEX	invoice.2951@mahle.com	aclarafiltros@mahle.com

2. Requirements for Suppliers under REPSE (only for Mexican suppliers)

This process is only for Mexican suppliers falling under the REPSE (Registry of Specialized Service Providers / Registro de Prestadoras de Servicio Especializado) category to comply with Mexican Tax Authority (SAT) requirements.

Per authority requirements, the following documents need to be uploaded to “SupplyER” portal from EY correctly and on time:

- 1 - Valid REPSE registration.
- 2 - List and xml payroll files of your workers.
- 3 - Acknowledgment, form, and payment receipt of the ISR declaration for Salaries and Wages.
- 4 - Acknowledgment, form, and payment receipt of the VAT (IVA) declaration.
- 5 - IMSS quota determination certificate (SUA) and payment receipt.
- 6 - INFONAVIT quota determination certificate (SUA) and payment receipt.

- 7 - Quarterly informational acknowledgment from IMSS.
- 8 - Quarterly informational acknowledgment from INFONAVIT.
- 9 - Specialized services contract REPSE.

Failure to comply punctually and timely with the upload of these documents will result in a temporary suspension of your payments until you regularize your situation, as stipulated in your contract.

Therefore, in order to reduce errors in the validation of your files, we request that you upload only official documents issued by the various authorities overseeing REPSE to the platform.

Additionally, please note that within the "SupplyER" application there is an icon that says "Help Material" where you can view videos that show in detail the process to follow for document uploads.