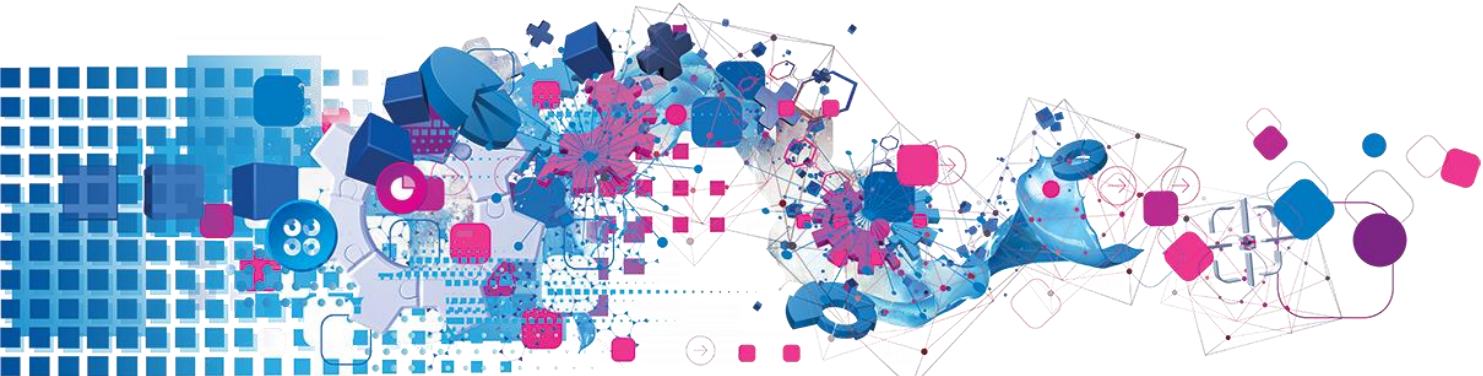




iSupplier Contacts



Purchase Order

Business User

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.

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 require your email

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.

Invoice submission

Global Supplier Maintenance

Suppliers should create an invoice in the Experian Supplier Portal and

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 in the schedule, and confirmed in the attached Appendix A.

Invoices sent elsewhere or without the required information will not be processed and maybe returned.

Invoice Approval

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.

Invoice Payment

Accounts Payable

Payment of approved invoices will be to 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.

Experian's standard payment terms are the end of the month following the month in which a correctly submitted invoice has been received.

Supplier Maintenance Contacts:

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

Accounts Payable Contacts:

Country	Email Address
US & Canada	APDept@experian.com
Costa Rica	cuentasapagarCR@experian.com
Chile	CuentasAPagarCO@experian.com
Columbia	CuentasAPagarCO@experian.com
Argentina	CuentasapagarAR@experian.com
Peru	cuentasapagarPE@experian.com
Venezuela	cuentasapagarVE@experian.com
Austria	payablesat@experian.com
Bulgaria	payables.BG@experian.com
Germany	payablesde@experian.com
Denmark	PayablesDK@experian.com
Spain	payables.es@experian.com
France	payables.fr@experian.com
Ireland	res_ireacpy@experian.com
Italy	PayablesIT@experian.com
Monaco	payables.MC@experian.com

Netherlands	payablesnl@experian.com
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Turkey	payables.tr@experian.com
Singapore	SGP.APFinanceSSC@sg.experian.com
Singapore DP	DP.APFinanceSSC@sg.experian.com
Malaysia	KUL.APFinanceSSC@my.experian.com
Thailand	TH.APFinanceSSC@experian.com
Indonesia	ID.APFinanceSSC@experian.com
Australia	AU.APFinanceSSC@au.experian.com
New Zealand	AU.APFinanceSSC@au.experian.com
China	CN.APFinanceSSC@cn.experian.com
Hong Kong	HK.APFinanceSSC@hk.experian.com
India	IN.APFinanceSSC@in.experian.com
Japan	JP.APFinanceSSC@jp.experian.com