



SimulTracker

Vendor invoicing guidelines for SimulTrans

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Contents

Document Control Revision History.....	2
Invoicing guidelines for SimulTrans.....	3
Contact SimulTrans	4

Document Control Revision History

Page	Details	Version	Author	Authorization	Release Date
All	New Document	1.0	Kenneth Larmer	Kenneth Larmer	20180424
3, 4	Additions for Germany	1.1	Ditha Pahnke	Kenneth Larmer	20200121
3	Additions for Germany	1.2	Andreas Merten	Kenneth Larmer	20200811

Invoicing guidelines for SimulTrans

When creating and issuing invoices to SimulTrans, please ensure that the following guidelines are applied:

1. When selecting the jobs to be invoiced, please group jobs from SimulTrans' Project Managers based in Germany, SimulTrans' Project Managers based in Ireland, and SimulTrans' Project Managers based in the U.S. in separate invoices, unless otherwise informed.

The tables below outline the names of the Project Managers, per billing location.

SimulTrans' Project Managers based in the Germany:

- Irina Filchkova
- Daniela Gallina
- Peter Gasser
- Olga Haliulin
- Margaryta Motysev
- Ekaterina Bobrova

SimulTrans' Project Managers based in Ireland:

- Andreas Ttofa
- Brian Loftus
- Celia Roman
- Dave Fleming
- Humberto Farrera-Athié
- Ken Kelly
- Mary Meggs

SimulTrans' Project Managers based in the U.S:

- Alessandra Holinski
- Chiyoko Kikuchi
- Edson Reyes
- Li-Juan Jang
- Minnie Park
- Tyler Young
- Yoko Chiba

The SimulTrans Resource Management team and Finance teams will endeavor to keep the guidelines up to date and notify you in relation to any changes to the respective Project Management teams.

2. Upload your official company invoice, on headed paper, in the **Upload Invoice File** pane.
3. Issue 1 invoice per week, or preferably 1 invoice per month, listing no more than 10 jobs per invoice.
4. If you have more than 10 jobs ready for invoicing, per billing location, per month, please send weekly invoices to facilitate efficient processing, listing no more than 10 jobs per invoice.

Vendor Invoicing guidelines for SimulTrans

5. You can add jobs for multiple projects to the same invoice if the job grouping adheres to the Project Managers billing location guideline, listed above in point #1.

Contact SimulTrans

If you have any questions or require further assistance, please contact the relevant billing location contact:

Contact	Billing Location	Email Address
Irina Wagner	Germany	irina.wagner@simultrans.com
Robert Flanagan	Ireland	robert.flanagan@simultrans.com
John Putzig	U.S.	john.putzig@simultrans.com