



TESTINGMIND

Hello,

Thank you for your completing the vendor registration process. We will soon send you a purchase order (PO) to start your service at Siemens.

Below we have detailed the invoice submission process, payment timelines, support and escalation matrix.

INVOICE SUBMISSION

Once your service is complete. Please submit your invoice to apinvoice@testingmind.com

- Your invoice should contain your - Address, PAN and GST number if applicable
- Your invoice should contain our - Business Name, Address and GST number (GST number is applicable for Indian businesses only)
- Incorrect information would lead to delay in payments

INVOICE APPROVAL PROCESS

Once you have submitted your invoice, it needs to be validated and approved by the respective Siemens buyer.

- Do ensure to submit any documents required by Siemens post completion of your service to approve your invoice. **(If applicable)*
- The payment term of your invoice starts from the day it has been approved by Siemens and not from the day you have submitted the invoice. (Approval timeline: 1- 4 working days)

PAYMENT TIMELINES

Your payment will be released as per the PO terms which starts from the day of approval of your invoice and will be electronically transferred to the bank account you mentioned at the time of vendor registration. Our payment cycle is Wednesday of every week.

SUPPORT

During the processing of your invoice, if you need any assistance or have any questions, please send them to apsupport@testingmind.com. Your questions will be answered in a maximum of 48 hours.

ESCALATION

In the event, you are not getting a proper response or are not satisfied with the support, please use the below escalation matrix.

1st Level	2nd Level
Accounts Manager	Business Head
accounts@testingmind.com	ritesh.akhaury@testingmind.com