

**YAZAKI Europe Limited**

Beechwood House
2-3 Commercial Way
Basildon
United Kingdom
SS15 6EF

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To all Yazaki Valuable Partners

Name	YEL
Department	Management
Tel.	YEL
E-Mail	Accounts.Payables@yazaki-europe.com

VENDOR INVOICING REQUIREMENTS FOR MANUAL INVOICES – Updated .version.4 09.01.2023 (EDI “INVOIC messages” not in scope)

Dear Sir or Madam,

We would like to express again our appreciation to you and your company for your continuous support provided to Yazaki Europe Ltd. Yazaki is executing payments once per week, on Wednesday, and scope of payment are all invoices without issues (for example without price variances) overdue and due including Sunday of the same week.

We had noticed that not all our partners are complying with our purchasing conditions for invoicing of deliveries and services. For this reason, we would like to share this letter, which defined the right communication flow to process invoices and pay them on time according to the state of the art standard in the automotive industry. Please keep in mind that **all non-compliant invoices will not be paid**. Therefore, please allow us to remind you the following rules.

Vendor Invoicing Requirements > How to ensure compliance:

RULE No 1 > Every invoice must be with Purchase Order Document (PO) number on the invoice:

- Request a PO before providing any goods or services to Yazaki; invoices without PO will not be paid
- Always reference all documentation to relevant PO number; delivery note / packing list, service confirmation
- Multiple invoices for one single delivery note are not acceptable
- Collective invoices (multiple delivery notes on one invoice) are acceptable
- Each invoice position needs to have reference to delivery note number
- Multiple types of purchase must be split into separate invoices each with correct PO; mix of material cost and extraordinary/expedite fees not covered with Scheduling Agreement require specific PO number for fees provided by Yazaki. On the debit note, requester name from Yazaki and the specific PO number should be mentioned i.e. Material cost, transport cost, other cost should be invoiced separately.

Specific Comment (added on June 9th, 2022): We noticed that some suppliers, in their invoices, included additional costs like expedite fees or premium costs directly in the piece price. As a result, the invoiced piece prices which include those additional costs are not aligned with the prices indicated in the GPDB and the payment of those invoices is blocked. In order to avoid this problem, we remind you that the piece price of the part should always stand alone in the invoice and any additional cost should be listed in a separate invoice referring to the date and name of the additional cost approval.

- Send all invoices in PDF with correct PO number on the invoice; invoices with wrong PO number will not be paid
- Deviation from above mention rules will result in unpaid invoices

Sole Shareholder
YAZAKI Corporation, Tokyo/Japan

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CIT no.
9752023924

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Registered in England 1490660

Board of Directors
Hans Lemmens, Andreas Di Vece,
Munenori Yamada, Junichi Kitami,
Akira Ishigami, Masahiro Kanda,
Naoki Sugie, Makoto Katsumata

Bank Data
MUFG Bank Ltd.
Ropemaker Place, 25 Ropemaker St.
London, EC2Y9AN
IBAN GB87BOTK60010900718429
BIC No. BOTKGB2L

RULE No 2 > Quality of the invoice:

- Invoices quantity, price, and payment terms must be in line with PO conditions otherwise Yazaki is not responsible for a delay in payment; therefore, in case of deviation aligned with your purchasing contact before invoicing
- Every invoice must meet country minimum legislative requirements for data on the invoice and supporting documentation otherwise invoice will not be paid
- Invoices are required either in English or Bi-lingual (English and Local Language) otherwise Yazaki is not responsible for a delay in payment
- PDF invoice must be in high quality resolution, not smudgy, not pictures, not hand-written invoices
- All Services including hour distribution must come with signed time sheet otherwise invoice will not be paid
- Invoice should not contain more than 200 positions (previously 999) and size of mail should not be higher than 5MB

RULE No 3 > How and Where to send invoices for MANUAL processing:

- **One** invoice in PDF format per **one** email to **one** email address (see RULE No 4)
- In case of multiple attachments always attach PDF invoice first otherwise other invoices will not be paid
- Do not encrypt emails and PDF invoice attachment
- Do not put password to PDF invoice attachment
- Send invoices latest 2 days from the invoice date otherwise we will apply receipt date for payment term calculation
- Send invoices until 5pm CET if you want same day to be counted as receipt date otherwise next day will be considered

RULE No 4 > Where to send MANUAL invoices:

CoCd	CoCd Short	Company Code Long Name	Invoice email address
0010	YEL-UK	Yazaki Europe Limited, United Kingdom	yeluk.invoices@yazaki-europe.com
0011	YEL-K	Yazaki Europe Limited, Cologne Branch, Germany	yelk.invoices@yazaki-europe.com
0012	YEL-G	Yazaki Europe Limited: Gothenburg Branch, Sweden	yelg.invoices@yazaki-europe.com
0013	YEL-B	Yazaki Europe Limited, Barcelona Branch, Spain	yelb.invoices@yazaki-europe.com
0014	YEL-BL	Yazaki Europe Limited, Belgium	pdfinvoices@yazaki-europe.com
0016	YEL-Z	Yazaki Europe Limited, Zagreb Branch, Croatia	yelz.invoices@yazaki-europe.com
0050	YEL-P	Yazaki Europe Limited-Paris s.a.r.l. France	yelp.invoices@yazaki-europe.com
0052	YEL-I	Yazaki Europe Limited Italia s.r.l. Italy	yeli.invoices@yazaki-europe.com
0062	YWT-C	Yazaki Wiring Technologies Czech s.r.o.	ywtc.invoices@yazaki-europe.com
0063	YWT-S	Yazaki Wiring Technologies Slovakia s.r.o.	ywts.invoices@yazaki-europe.com
0064	YWT-T	Yazaki Wiring Techn. Turkiye Elektrik Sistemleri Sanayi ve Ticaret Ltd. Sti.	ywtt.invoices@yazaki-europe.com
0066	YSD	Yazaki Serbia d.o.o. Sabac Serbia	ysd.invoices@yazaki-europe.com
0070	YBE	Yazaki Bulgaria EOOD	ybe.invoices@yazaki-europe.com
0071	YTU	Yazaki Tunisia s.a.r.l.	ytu.invoices@yazaki-europe.com
0072	YMK	Yazaki Kenitra s.a. Morocco	ymk.invoices@yazaki-europe.com
0073	YMM	Yazaki Morocco Meknes s.a.	ymm.invoices@yazaki-europe.com
0081	YSE	Yazaki Saltano De Ovar Produtos Electricos, Ltd. Portugal	yse.invoices@yazaki-europe.com
0084	YOT-K	Yazaki Otomotive Yan Sanayi ve Ticaret a.s. Turkey, Kuzuluk	yotk.invoices@yazaki-europe.com

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0085	YCT	Yazaki Component Technology s.r.l. Romania	yct.invoices@yazaki-europe.com
0086	YUL	Yazaki Ukraine L.L.C.	yul.invoices@yazaki-europe.com
0087	YMO	Yazaki Morocco s.a. (free trade zone)	ymo.invoices@yazaki-europe.com
0088	YRL	Yazaki Romania S.R.L.	yrl.invoices@yazaki-europe.com
0089	YOT-G	Yazaki Otomotive Yan Sanayi ve Ticaret a.s. Turkey, Gemlik	yotg.invoices@yazaki-europe.com
0092	YAP-P	Yazaki Automotive Products Poland Sp. Z.o.o.	yapp.invoices@yazaki-europe.com
0093	YAP-T	Yazaki Automotive Products Tunisia s.a.r.l.	yapt.invoices@yazaki-europe.com
0096	YVL	Yazaki Volga Limited Liability Company Russia	yvl.invoices@yazaki-europe.com
ES1	YST-S	Yazaki Systems Technologies Spain s.l.u	ysts.invoices@yazaki-europe.com
RO1	YST-R	Yazaki Systems Automotive s.r.l. Romania	ystr.invoices@yazaki-europe.com
SYF	YST-F	Yazaki Systems Technologies France s.a.s.	ystf.invoices@yazaki-europe.com
SYG	YST-G	YAZAKI Systems Technologies GmbH Germany	ystg.invoices@yazaki-europe.com
TR1	YST-T	Yazaki Systems Technologies Turkey Otomotiv Sanayi ve Ticaret Ltd. Sti.	ystt.invoices@yazaki-europe.com

Note: Above listed emails are generic, used to interface invoices to our system for processing and payments. There is no person in Yazaki who is checking above inboxes and replying to emails. The only purpose is to receive your billing document to be posted **manually (not EDI)**.

Invoicing Requirements Check Sheet:

- My invoice has correct PO number on the invoice*
- My invoice is in line with PO conditions*
- My invoice is in line with local legislation*
- My invoice is supported with documents required by law*
- My invoice is high quality PDF format*
- My invoice is sent on time > latest 2 days from invoice date*
- My invoice is sent to one appropriate email address*
- _____

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RULE No 5 > How and Where to send invoices for AUTOMATIC processing

- In addition to EDI INVOIC message, send all invoice pdf copies to EDIpdf@Yazaki-Europe.com
- This email is also generic. There is no person in Yazaki who is checking and replying to emails. The only purpose is to receive your billing document behind EDI INVOIC message

RULE No 6 > How to interact with Yazaki Central Accounts Payables team:

- All questions where you need an answer; Is invoice paid?, When will invoice be paid?, Account statements to confirm, Dunning letters, Open item list for reconciliation, send all in ENGLISH to Yazaki team: Accounts.Payables@Yazaki-Europe.com
- Always copy your purchasing contact in the email
- Subject of the email must include CoCd (Company Code) # and your Account number (Vendor SAP number)

 Send	To	Accounts.Payables@Yazaki-Europe.com
	Cc	Purchasing Contact Email Address
	Subject	CoCd # Account #

We would like to thank you already in advance to follow these requirements which will also ensure accurate and prompt payments of your invoices.

Please send back a message to Accounts.Payables@Yazaki-Europe.com and your Purchasing contact in order to acknowledge receipt and to confirm that you will comply with the Yazaki Invoicing Requirements. If we do not receive any feedback within the next 15 days we will consider that you accept the invoice requirements.

Respectfully,

Andreas DI VECE
COO

Ergun TAN
CSO