



YAZAKI Europe Limited

20 Hornsby Square
Basildon, Southfields Business Park
United Kingdom
SS15 6SD

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

To all Yazaki Valuable Partners

VENDOR INVOICING REQUIREMENTS FOR MANUAL INVOICES – Amendment.version.2 26.05.2021

(EDI “INVOIC messages” not in scope)

Dear Ladies and Gentlemen,

We would like to express again our appreciation to you and your company for your continuous support extended to Yazaki Europe Ltd. We have recognized not all our partners are complying with our purchasing conditions for invoicing of deliveries and services. Goal of this letter is to define right communication flow to process invoices and pay them on time. It is state of the art standard in the automotive industry and will be enforced from **July 1st, 2021 and all not compliant invoices will not be processed.**

Vendor Invoicing Requirements > How to ensure compliance:

RULE No 1 > Every invoice (including EDI invoices) 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 processed
- Always reference all documentation to relevant PO number; delivery note / packing list, service confirmation
- Multiple invoices for one single delivery note will not be processed
- Collective invoices (multiple delivery note on one invoice) are acceptable
- Each invoice position needs to have reference to delivery note
- Multiple types of purchase must be split into separate invoices each with correct PO; mix of material cost and extraordinary fees not covered with Scheduling Agreement require separate invoice for fees with correct PO. i.e. Material cost, transport cost, other cost should be invoiced separately based on separate PO
- Send all invoices in PDF with correct PO number on the invoice; we will not process invoices with wrong PO number
- Deviation from above mention rules will cause delay in invoice treatment and payment

RULE No 2 > Quality of the invoice:

- Invoices quantity, price, and payment terms must be in line with PO conditions otherwise we will not process them, in case of deviation please aligned with your purchasing contact before invoicing
- Every invoice must meet country minimum legislative requirements for data on the invoice otherwise we will not process them
- Invoices are required either in English or Bi-lingual (English or Local Language) otherwise we will not process them
- 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 we will not process them
- Invoices with partial delivery will be paid together with the last invoice covering ordered quantity unless partial delivery and / or payment schedule received directly from Yazaki
- Invoice should not contain more 999 positions and size of mail should not be higher than 5MB

Sole shareholder
YAZAKI Corporation, Tokyo/Japan

VAT Reg.
GB345614654
CIT no.
9752023924

Registered Office
20 Hornsby Square
Basildon, Southfields Business Park
United Kingdom, SS15 6SD
Registered in England 1490660

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

Bank data
MUFJ Bank (Europe) N.V.
IBAN DE43 3001 0700 0000 6076 44
BIC BOTKDE33

- **RULE No 3 > How to send invoices:**
- **One** invoice in PDF format per **one** email to **one** email address (see RULE No 4) otherwise we will not process them
- Do not encrypt emails and PDF invoice attachment
- Do not put password to PDF invoice attachment
- Send invoices until 5pm CET if you want same day to be counted as receipt date otherwise next day will be considered
- Send invoices latest 2 days from the invoice date otherwise we will apply receipt date for payment term calculation
- In case of multiple attachments always attach PDF invoice first otherwise we will not process non invoice attachments and will not pay related invoices

RULE No 4 > Where to send 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
0061	YWT-L	UAB Yazaki Wiring Technologies Lietuva	ywtl.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.	ywtl.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	yotk.invoices@yazaki-europe.com
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	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.

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*
- _____

RULE No 5 > 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)

	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 you acknowledge receipt and will comply with Yazaki Invoicing Requirements. If we do not receive any feedback in next 15 days we will consider that you are aligned with invoice requirements.

All EDI INVOIC PDF invoice copies please send to EDIpdf@Yazaki-Europe.com.

Respectfully,

Hans LEMMENS
President & CEO

Andreas DI VECE
COO

Per Holst NIELSEN
CFO