



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

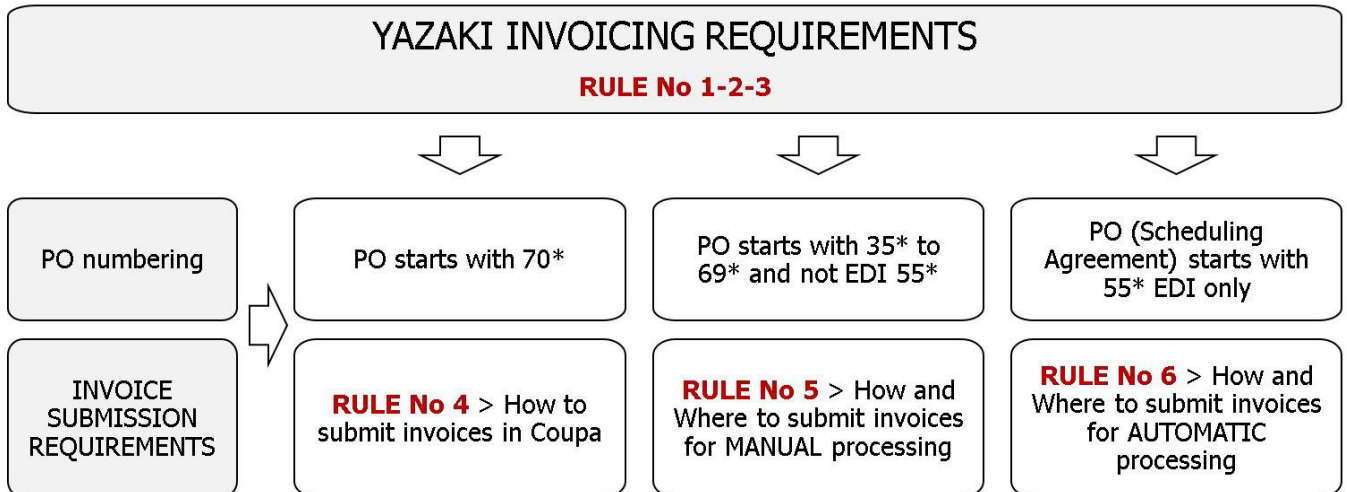
SUPPLIER INVOICING REQUIREMENTS FOR ALL TYPES OF INVOICES
Updated. version.6 JULY-2023

Dear Sir or Madam,

We would like to express our appreciation to you and your company for your continuous support provided to Yazaki Europe Ltd. We thank you in advance to **follow these requirements which ensure accurate and prompt payments** of your billing documents, primarily invoices.

For compliant billing documents we are offering consultations, feel free to reach out to your Purchasing contact (Yazaki Buyer) and YAZAKI AP team (better to check before issuing a billing document than to suffer from overdues and lack of payment). **Non-compliant billing documents will not be processed and consequently will not be paid.**

This document is divided into 2 sections: **Yazaki Invoicing Requirements** and **Invoice Submission Requirements** defined based on Yazaki Purchase Order type or Invoice processing type (Manual, COUPA Portal or Automatic via EDI); therefore, please make sure to comply with our invoicing requirements and identify which invoice submission mode should your company follow:



Sole Shareholder
YAZAKI Corporation, Tokyo/Japan

VAT Reg.
GB345614654
CIT no.
9752023924

Registered Office
Beechwood House
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SS15 6EF
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
MUGB Bank Ltd.
Ropemaker Place, 25 Ropemaker St.
London, EC2Y9AN
IBAN GB87BOTK60010900718429
BIC No. BOTKGB2L

Yazaki Invoicing Requirements

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 be rejected and not 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: however, multiple invoices for one single PO are acceptable if prior negotiated with Purchasing and indicated on the PO
- Collective invoices (multiple delivery notes on one invoice) are acceptable and very welcomed
- 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; with correct Yazaki company name and address; invoices with wrong PO number and wrong Yazaki company name and address will be rejected and not paid
- Deviation from above mentioned rules will result in unpaid invoices and rejected invoices

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 align 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 be rejected and not be paid. Feel free to contact us for consultations on legislative requirements (better to check before issuing a billing document than to suffer from overdues and lack of payment)
- 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
- PDF invoice sent for processing should be the same invoice used for pickup and custom formalities
- Invoice should not contain more than 200 positions (previously 999) and size of mail should not be higher than 5MB
- Send/submit invoices latest **2 working days** (excluding weekends) from the invoice date otherwise we will apply invoice **receipt date** for payment term calculation

RULE No 3 > How to interact with Yazaki Central Accounts Payables team:

- All questions where you need an answer; How must my invoice look like to be compliant with local legislation? When will invoice be paid? Account statements to confirm, Dunning letters, Open item list for reconciliation, send all in **ENGLISH** to YAZAKI AP team: Accounts.Payables@Yazaki-Europe.com All changes in your master data like new company name or new bank account please also send to the same email before invoicing.
- 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 #

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Invoice Submission Requirements

RULE No 4 > How to submit invoices in Coupa:

- **PO starts with 70***
- Supplier will receive an e-mail inviting to create an account for the 1st connection to Coupa supplier portal. If supplier is already using Coupa for another customer, same account will be used
- Supplier will have multiple options to submit invoices for issued purchase orders from Coupa:
 - Coupa Supplier Portal: Suppliers can log in to their respective Coupa Supplier Portal Account and flip the available purchase orders to create/submit invoices
 - Email: Suppliers can also create/submit invoices directly from PO email received in supplier registered email. To submit invoices via email, supplier do not have to log in to their respective Coupa Supplier Portal account
- Supplier will post the invoice selecting the corresponding PO (only one PO per Coupa invoice), Supplier PDF invoice will be attached. All steps to submit an invoice are described in the training material available in Yazaki internet web page – supplier section (<https://www.yazaki-europe.com/supplier>)
- Feel free to reach out to your Purchasing contact in case support needed for invoices submission
- **Do not send invoices to email addresses listed in the table under rule No 5**

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

- **PO starts with 35* to 69* and not EDI 55***
- **One** invoice in PDF format per **one email** to one email address (see emails listed in a table below)
- 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

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

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 Branch, Belgium	pdfinvoices@yazaki-europe.com
0017	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. Czech Republic	ywtc.invoices@yazaki-europe.com
0063	YWT-S	Yazaki Wiring Technologies Slovakia s.r.o. Slovakia	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 Bulgaria	ybe.invoices@yazaki-europe.com
0071	YTU	Yazaki Tunisia s.a.r.l. Tunisia	ytu.invoices@yazaki-europe.com
0072	YMK	Yazaki Kenitra s.a. Morocco	ymk.invoices@yazaki-europe.com
0073	YMM	Yazaki Morocco Meknes s.a. Morocco	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 Turkiye	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. Ukraine	yul.invoices@yazaki-europe.com
0087	YMO	Yazaki Morocco s.a., Kenitra Branch (free trade zone), Morocco	ymo.invoices@yazaki-europe.com
0088	YRL	Yazaki Romania S.R.L. Romania	yrl.invoices@yazaki-europe.com
0089	YOT-G	Yazaki Otomotive Yan Sanayi ve Ticaret a.s. Turkey, Gemlik Turkiye	yotg.invoices@yazaki-europe.com
0092	YAP-P	Yazaki Automotive Products Poland Sp. Z.o.o. Poland	yapp.invoices@yazaki-europe.com
0093	YAP-T	Yazaki Automotive Products Tunisia s.a.r.l. Tunisia	yapt.invoices@yazaki-europe.com
ES1	YST-S	Yazaki Systems Technologies Spain s.l.u Spain	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. France	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
SI1	YST-G	Yazaki Systems Technologies GmbH-podružnica Ljubljana Slovenia	ystsl.invoices@yazaki-europe.com
00AA	Y-EMEA	Yazaki Europe Middle East Africa NV Oudsbergen, Belgium	yemea.invoices@yazaki-europe.com
00AB	YEG	Yazaki EDS Egypt, Egyptian J.S.C Fayoum Governorate, Egypt	yeg.invoices@yazaki-europe.com

RULE No 6 > How and Where to send invoices for AUTOMATIC processing

- **PO (Scheduling Agreement) starts with 55* EDI only**
- In addition to EDI INVOIC message you sent, mail all PDF invoice 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 not manually
- In case of support needed on EDI INVOIC messages configuration, how, and where to send EDI INVOIC message feel free to contact YEL.EDI_TEAM@yazaki-europe.com
- **Do not send invoices to email addresses listed in the table under rule No 5**

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 accepted Yazaki invoicing requirements.

Respectfully,

Andreas DI VECE
COO

Ergun TAN
CFO

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