

## Invoice Instructions: APAC

*The following guidelines applies purchase order-based invoices.*

*Items marked\*\* are mandatory requirements.*

1. \*\*Each invoice must contain full and correct Nexperia legal entity name and address as stated on your PO, invoice date and invoice number.
2. \*\*Invoicing Vendor must match the PO vendor. If the Invoice mentions the PO number issued for another vendor, such document will be rejected.
3. \*\*Clear copy of invoices & details should not contain any handwritten information. Proforma invoice is subject to rejection.
4. \*\*Invoice currency should be the same as the currency in the PO.
5. Invoices submitted must include the following information.
  - A. \*\*Nexperia Purchase Order number (one Purchase Order number only per invoice is preferred).
  - B. \*\*Bill to: correct name and address of the Nexperia entity.
  - C. Ship to: delivery address (in case of goods).
  - D. Date of supply when the goods or services are rendered.
  - E. Delivery order # for goods delivered.
  - F. \*\*Correct GST/VAT/ number of the Nexperia entity (depending on the actual transaction performed), whichever is applicable.
  - G. \*\*Correct supplier legal entity name, address, GST/VAT number, ABN, NZBN SAC/HSN Code and ATP details, whichever is applicable.
  - H. Date of the invoice (no invoice date earlier than PO date).
  - I. Purchase Order Payment Terms.
  - J. Clear description of Goods or Services. Item details should exactly match the PO details. If the PO contains material/product number, please include them in the invoice.
  - K. \*\*Total amount excluding VAT/GST.
  - L. \*\*Total amount of VAT/GST.

- M. Price per item excluding VAT/GST.
  - N. Quantity of each type of item invoiced (for goods).
  - O. Rate of discount per item, if applicable.
  - P. Rate of VAT/GST charged per item.
  - Q. If item is exempt or zero rated, an indication that no VAT/GST was applied and reference regarding VAT/GST exemption (where applicable).
  - R. Invoicing currency, matching the PO currency.
  - S. Business Style/Name – business name registered in SEC other than company name.
8. For invoices with PO of multiple items, vendors should clearly indicate in the invoice line which PO line they are invoicing.
9. Credit Notes must reference the invoice number & PO number and should contain the description of the credit/rebate.