Yazaki Europe Middle East Africa N.V.
Bosstraat 52, 3560, Lummen, Belgium

Name *YEMEA*
Department Management

Yazaki Europe Middle East Africa N.V.
Bosstraat 52, 3560 Lummen, Belgium

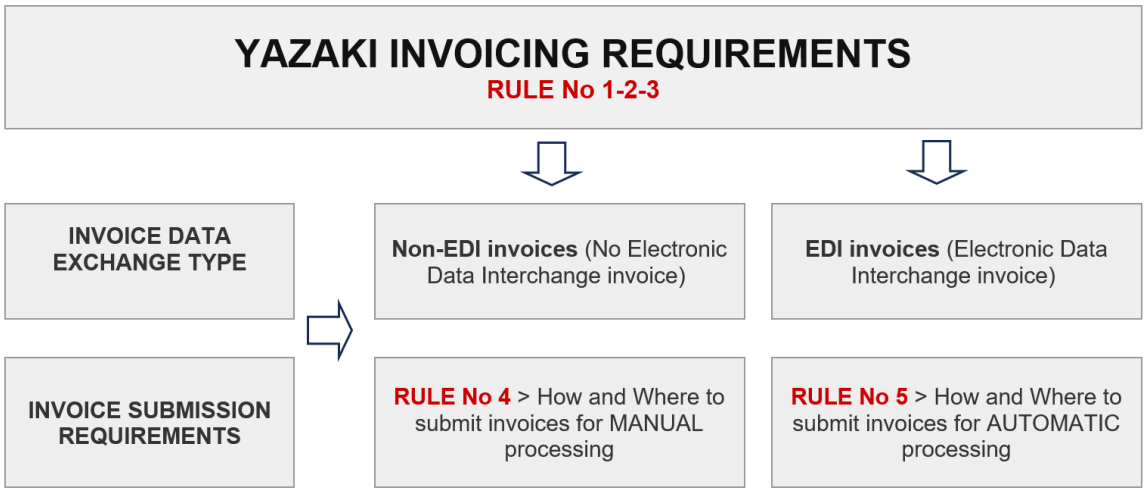
To all Yazaki Valuable Partners

SUPPLIER INVOICING REQUIREMENTS FOR ALL TYPES OF INVOICES
Updated Version July 15th, 2026

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 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

Ondernemingsnummer
Hasselt: 0787.626.142
VAT ID: BE0787.626.142

Registered Office
Bosstraat 52, 3560 Lummen, Belgium

Supervisory Board Members:
Koji Furuya, Kunio Tsuyuki, Keishi Takashino, Masakazu Sato, Hiroyuki Ashiya

Management Board Members:
Nobuyuki Yamamoto, Hans Lemmens, Ergun Tan, Andreas Di Vece, Jeroen-Peter Deen, Tamara Skacel-Danchuk

Bank Data: MUFG Bank (Europe) N.V. Germany Branch, Breite Straße 34, 40213 Dusseldorf, Germany
IBAN DE60 3001 0700 0000 2408 72
BIC: BOTKDEDXXXX

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, please raise them all in **ENGLISH** in our (***please click in the below link →***) **Yazaki Supplier Invoices Tracking & Ticketing System** to be able to adress all your topics, requests with Yazaki Please register to our platform.



Invoice Submission Requirements

RULE No 4 > **How and Where to send invoices for MANUAL processing:**

- **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
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 Electrios, 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
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
00AB	YEG	Yazaki EDS Egypt, Egyptian J.S.C Fayoum Governorate, Egypt	yeg.invoices@yazaki-europe.com
YKHS	YKHS	Yazaki Systems Technologies France s.a.s. (Logistic Hub Palencia)	YKHS.Invoices@yazaki-europe.com
00AA	Y-EMEA	Yazaki Europe Middle East Africa NV Oudsbergen, Belgium	yemea.invoices@yazaki-europe.com
0074	YBB	Yazaki Belgium Logistics BV	YBB.Invoices@yazaki-europe.com
0014	YEL-BL	Yazaki Europe Limited, Belgium Branch, Belgium	pdfinvoices@yazaki-europe.com

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

- 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 4**

Please send back a message to 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	Jeroen DEEN	Ergun TAN
President EDS	President ECS	CFO