

Yondr USA, LLC

INVOICE INFORMATION REQUIREMENTS

Please ensure the invoice submitted contains the following information.
Incorrect invoices will be rejected.

General requirements

- Your company name, address and payment instructions
- Invoice must contain the correct Yondr company with the correct registered address, please see below:

Company name	Address	Sales tax identification nr.	Company registration nr.
Yondr USA LLC	1000 Louisiana, Suite 7000, Houston, Texas, 77002	n/a	803442761

- The invoice number
- The invoice date
- **Purchase order number (PO) or subcontract number and buyer's name**
- The date on which the goods or services were supplied
- The quantity and type of goods supplied
- The nature and type of services supplied
- The location of where goods or services were supplied



Sales tax requirements

- The price per piece or unit, excluding sales tax
- Any reductions that are not included in the price
- The sales tax tariff that has been applied
- The cost (the price excluding sales tax)
- In case of advance payment: the date of payment, if this is different from the invoice date
- The amount of sales tax charged
- If there is no sales tax applied on the invoice, please provide written explanation why sales tax is not applied
- Please check with your tax consultant whether there is a permanent establishment created by supplying services to Yondr.

Please send invoice to apus@yondrgroup.com and include the [buyer/purchaser](#) in CC.
Please send only **ONE invoice per mail.**