

## INVOICE INFORMATION REQUIREMENTS

**PT YONDR OPERATIONS INDONESIA**

Please ensure the invoice submitted contains the following information. **Incorrect invoices will be rejected.**  
Do not combine multiple invoices into a single PDF.

**01. General requirements**

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

Company name	Address	VAT ID nr.	Company registration nr.
PT Yondr Operations Indonesia	Sequis Tower, Jalan Jenderal Sudirman Level 17 No. 71, Kel. Senayan, Kec. Kebayoran Baru, Kota Adm. Jakarta Selatan, Prov. DKI Jakarta, Indonesia	963949003413000	0269010161431

- / The invoice number
- / The invoice date
- / **Purchase order number (PO) or subcontract number and buyer's name**  
**(Invoice will be rejected if not included)**
- / 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

## 02. VAT requirements

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

## 03. Income Tax requirements

- / The income tax tariff that has been applied
- / Tax Id Number/ NPWP
- / Notice of Tax Exemption/ Surat Keterangan Bebas (if any)
- / Notice of Final Tax PP23/ Surat Keterangan PP23 (if any)
- / Construction Services Business License/ Surat Izin Usaha Jasa Konstruksi
- / (construction company)
- / DGT1/ Certificate of Domicile (foreign entity)

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

