

## INVOICE INFORMATION REQUIREMENTS

**YONDR JAPAN KK**

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
- / Invoice must contain the correct Yondr company with the correct registered address, please see below:

Company name	Address	VAT ID nr.	Company registration nr.
Yondr Japan KK	Ebisu NR Bldg. 6F, 1-21-3 Ebisu-Ku, Tokyo 150-0013	2596001830910078	3011001131103

- / 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
- / Preferably invoice in English

## 02. VAT requirements

- / The price per piece or unit, excluding JCT
- / The JCT tariff that has been applied
- / If more than two items of 8% and 10% are in an invoice, state the separate tariffs in separate lines
- / The total cost (the price excluding JCT)
- / The amount of JCT
- / Any reductions that are not included in the price
- / In case of advance payment: the date of payment, if this is different from the invoice date
- / If applicable - the reverse charge
- / If there is no VAT applied on the invoice, please provide written explanation why JCT not applied

**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.**

