

INVOICE INFORMATION REQUIREMENTS

YONDR SPAIN SL

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.
Yondr Spain SL	Calle Serrano 41, 4º, 28001 Madrid, Spain	TBC	B42847269

- / 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 (provide exact date)
- / The quantity and type of goods supplied
- / The nature and type of services supplied
- / The location of where goods or services were supplied
- / In case of a credit note, please identify the original invoice

02. VAT requirements

- / 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)
- / The amount of VAT
- / The total gross value of the invoice (amount to be paid)
- / In case of advance payment: the date of payment, if this is different from the invoice date
- / If applicable – the indication “the reverse charge”

Please send invoice to apinvoices@yondrgroup.com and include the buyer/purchaser in CC. Please send only ONE invoice per mail.

