

## INVOICE INFORMATION REQUIREMENTS

**YONDR USA, LLC**

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

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

