

Yondr Japan KK

INVOICE INFORMATION REQUIREMENTS

Please ensure the invoice submitted contains the following information.

Incorrect invoices will be rejected. Do not combine multiple invoices into a single PDF.

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	JCT registration 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**
- 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



Invoice will be rejected if not included!

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