

Invoice Instructions: EMEA & US

As per VAT legal requirements we must record all invoices to the period when the cost was incurred (invoice date should match the date to which the costs relate). Therefore, you are required to send your invoice to Nexperia as soon as possible after goods/service delivery (invoice date should reflect this accordingly).

1. An invoice may be issued for one PO only (preferred), and the PO number must be visible on the invoice.
2. Invoice must contain full Nexperia legal entity name.
3. Invoicing Vendor must match the PO vendor. If the Invoice contains PO number issued for another Vendor, document will be rejected.
4. Invoices submitted must include the following information:
 - A. Nexperia Purchase Order number.
 - B. "Bill to" name and address of the Nexperia entity.
 - C. "Ship to" delivery address, if applicable.
 - D. Date of supply for the goods or services.
 - E. Indication whether the invoice is for Goods or Service. For Goods, please provide Global Trade Essential Data:
 - a. HS Code (Harmonized System Code).
 - b. Generic Description of the Goods.
 - c. Country of Origin.
 - d. Incoterms used in the trade.
 - F. VAT number for the Nexperia entity (for goods it needs to match the ship-to country).
 - G. Supplier legal entity name, address, and VAT number.
 - H. Invoice date.
 - I. Sequential and unique invoice number.
 - J. Quantity of each type of item invoiced (for goods).
 - K. Net amount excluding VAT.



L. Tax amount of VAT, if applicable.

M. Total amount.