

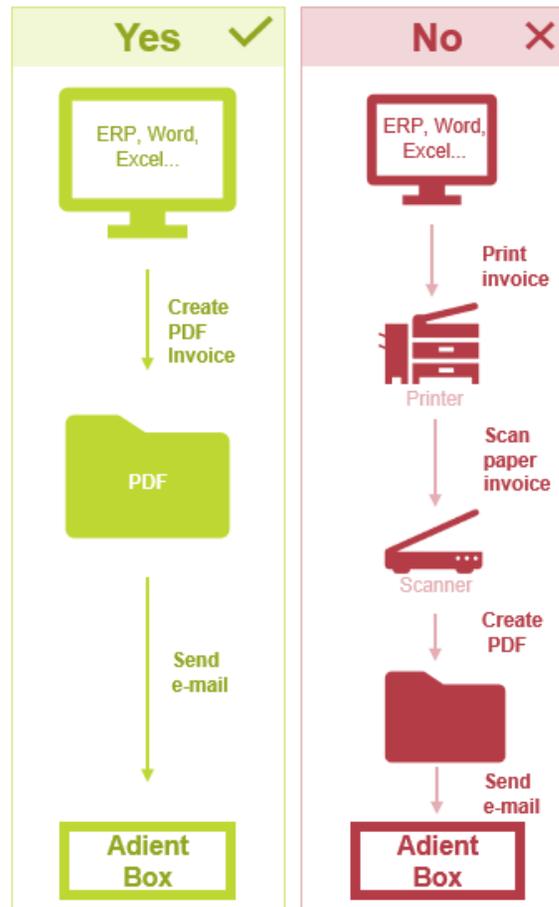


Quality Standards for Invoices

Invoices submitted via PDF, that meet Adient Quality Standards facilitate prompt processing and payment.

Process for PDF invoices

Example of an invoice that matches Adient Quality Standards. Please create your PDF file directly from the original electronic document - **do not print and scan your invoice.**



Invoice sample

Example of an invoice that matches Adient Quality Standards*

* Quote any additional information needed to meet your local legal requirements.

Invoice	
Invoice number	Invoice date
Supplier name	
Billing address	
Adient xxxxx	
Adient address	
Adient VAT ID/Tax ID	
<u>Purchase order:</u>	
Ship to address	
Adient xxxxx	
Adient address	
A description of the goods/services	
Net total:	VAT: Total (currency):
SWIFT/BIC:	
Bank account:	
IBAN:	

For questions regarding PDF invoices and quality standards please contact Adient AP.

Find the contacts on your Purchase order or visit us on Adient webpage:

<https://www.adient.com/suppliers/supplier-communications>



Dear Supplier,

Optimized invoice handling means shorter processing times and, thus, faster payments. Invoice quality is a key factor to avoid manual effort and to allow for a high degree of automation on both sides.

By implementing the quality standards described in this leaflet, you can play an active part in improving invoice processing times.

Furthermore, submitting your invoices per PDF gives you a quick and cost-efficient method of providing your billing information.

Please note that the method you choose to submit your invoices, as well as the quality of the information provided on your invoices, are an integral part of our vendor assessment.

Invoice quality requirements

To allow fast invoice processing and payment on time please make sure you send your invoice **without delay** after issue date. Furthermore, your invoice **must meet following minimum requirements:**

- > Identify the document with the word 'invoice' to differentiate from a quote, **credit note**, or receipt.
- > Enter full **company name, VAT/Tax registration** number, and registration address
- > Enter full **Adient legal entity name** and address, **VAT / Tax registration number** of entity where costs are invoiced. *(The billing address is identical to the billing address quoted on the purchase order.)* **The ship-to address** is the physical address where customer shipments are sent *(needed in case that is different than Billing address).*
- > The correct **Adient purchase order** number is stated on the invoice. *(Asking for a purchase order is recommended, as once generated this is a legally binding contract between yourself and your client/customer.)*
- > Date of when the invoice was generated *(invoice date)*
- > Date of supply is stated on the invoice *(when the goods or services were issued. The supply date may be different than the invoice date, however, this is usually within 30 days.)*
- > The **invoice details** match the corresponding purchase order (price, order unit, delivery date, delivery note, quantity) - *with each service or item on a separate line for clear identification*
- > The **gross, net, and tax amounts** are stated on the invoice *(If VAT rate is different, then show for each item)*
- > The **gross and net sum of all goods** stated on the invoice.
- > Your **bank account details** are stated on the invoice

Requirements for sending invoices in PDF format

In addition to the general requirements for invoices there are also requirements for the PDF document and the sending of this per e-mail.

Document requirements
General <ul style="list-style-type: none"> • The correct Adient purchase order is stated on the invoice unless your buyer instructed you differently • The bill-to entity and address are identical to the billing details quoted on the purchase order incl. the VAT/ Tax ID
Document type <ul style="list-style-type: none"> • Only format PDF will be accepted and processed • Do not use a password protection
Document name <ul style="list-style-type: none"> • Omit special characters (e.g.? _ , : > #)
Document content <ul style="list-style-type: none"> • Preferably original PDF file not scanned documents • Only one invoice per PDF file along with any supporting documentation • Content is typed, not handwritten
E-mail requirements
Content <ul style="list-style-type: none"> • Only invoices/ credit notes in PDF • No additional attachments/ file formats (e.g. .zip, xls., txt, .msg, .xml) • Additional text or instructions in body of the e-mail are not taken into consideration as these are not read by the automated process that imports invoices into our system
Size <ul style="list-style-type: none"> • Maximum 20 MB
Other
ERS/ Self-billing Purchase order <ul style="list-style-type: none"> • Do not send invoices related to self-billing PO • Received delivery to be invoiced by Adient on behalf of supplier
Invoice certification <ul style="list-style-type: none"> • follow local rules regarding invoice certification obligations