



Invoice requirements

This document specifies required information on invoices sent to Aurobay. If the invoice is missing any of the requirements, the consequence can be that the supplier does not receive payment on time. Incomplete or missing data also causes unnecessary extra work for both Aurobay and the supplier. It is important that all invoices to Aurobay contain all the information listed below.

Mandatory information on invoice sent to Aurobay:

- Supplier / Vendor name
- Invoice number
- Invoice date
- Aurobay Purchase order number
- Supplier VAT number (European suppliers only)
- Suppliers F-tax number (Swedish suppliers only)
- Supplier address
- Aurobay Invoice address
- Aurobay VAT number
- Payment terms
- Object / Item description (as per the purchase order)
- Quantity / Unit (as per the purchase order)
- Part price & Currency (as per the purchase order)
- VAT rate applied (if any)
- VAT amount payable (in domestic currency or exchange rate used)
- Total price / part (as per the purchase order)
- Delivery note number
- IBAN-number
- Supplier bank details

If a supplier invoice with foreign currency, the VAT amount in local currency or exchange rate must be stated on the invoice.

If a foreign supplier is charging domestic VAT for tooling, additional information is needed on invoice or in appendix e.g. exact tooling location and PSW approval.

If supplier is invoicing with foreign VAT, please refer to Aurobay foreign VAT registration number and fiscal address if applicable.

Aurobay expects supplier to follow VAT invoicing rules and issue compliant invoices. If information mentioned above is missing, the invoice will be returned to supplier. It is preferable for the invoice to be issued in English.