

TOYOTA MOTOR MANUFACTURING POLAND Sp. z o.o.

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30/04/2020

Dear Supplier,

Taking into account the current COVID-19 conditions as well as the fact that Toyota is working on E-invoicing set-up & implementation, we already want to proceed with the acceptance of digital invoices (PDF – system generated).

This will allow us to overcome the current issues related to COVID-19 as well to have a smooth transition to the improved E-invoicing set-up for Toyota.

E-Invoice requirements will ensure to have:

- A. Immediate transmission of invoice from supplier to Toyota
- B. Timely payment of your invoice
- C. Efficient invoice processing supplier – Toyota
- D. Reduction of Supplier Queries to Toyota
- E. Minimal environmental impact

Please respect the following **Toyota requirements** related to the acceptance of PDF (system generated) invoices:

1. Quote valid Purchase Order number on invoice as well as Toyota contact person
2. Minimum invoicing requirements : the date of issue, sequential invoice number, VAT identification number of supplier and Toyota, full & correct name and address of supplier and Toyota linked to VAT id nbr, quantity and nature of goods or nature of services, tax point date, taxable amount per VAT rate or exemption, VAT rate, VAT reference/exemption reference in case no VAT charged, VAT amount in local ccy applying legal correct exchange rate if invoice is issued in different ccy than reporting ccy.
3. Receive invoice from suppliers electronically
 - a. Send invoice in PDF (no PDF image, PDF generated from application) to dedicated E-mail address (TMMP.AccountsPayable@toyota-europe.com)
 - b. File size (maximum 25 MB per Email, maximum of 100 PDF / XML files per Email)
 - c. File content (only 1 invoice per PDF – XML file, attachments can be added to PDF file but 1st page should be invoice, invoices with more than 1 page should not be split in separate PDF files)
4. Please continue to send any enquiries to the dedicated E-mail address:
Toyota.Accounts.Payable.TMMP@toyota-europe.com