

Dear Supplier,

Hitachi Rail operates an electronic invoicing solution to speed up invoices and credits processing.

This simple and effective solution will take documents that you submit via email and scan them directly into the Hitachi accounts payable system.

In order to use this process, you'll need to adopt the quality requirements listed below when submitting Invoices/Credits. You can see how this layout should look overleaf.

If your submissions omit any of these fields, it will lead to delays in processing and could lead to your submission being rejected and returned to you.

Please remember that Hitachi Rail operates a 'No PO, No Payment' policy, and so all submissions must reference a valid HRUK PO. Pre-dated invoices will be rejected, any previously rejected invoices that are resubmitted must reset the invoice date.

Thank you for the key support that you give our business to deliver our projects to our customers – and we look forward to continuing our working partnership over the coming year.

Regards

Hitachi Rail Limited



Document Quality Requirements

To ensure fast processing and payment on time, please submit your invoice or credit without delay. Your invoice or credit note must meet all of the following minimum requirements:

- ◆ Display a valid HRUK Purchase Order number
- ◆ State the document type (Invoice or Credit Note)
- ◆ In PDF format to the additional formats on the right - resolution of 300 dpi
- ◆ Typewritten, not handwritten
- ◆ Email submissions with multiple PDF attachments will be accepted - however, each PDF must contain one invoice or credit note
- ◆ Invoices / Credit Notes for Materials must have the Delivery Note and Date quoted
- ◆ One Invoice or Credit Note per HRUK Purchase Order
- ◆ The currency stated as a valid ISO code (e.g. GBP, EUR, JPY)
- ◆ The net, gross and tax amounts
- ◆ Your VAT ID eg GB123456789
- ◆ Your bank account details
- ◆ Space between key fields for example: 'Invoice No: 12345' rather than 'Invoice No.12345'



PDF Document Formatting Requirements

In addition to the document quality requirements, there are also requirements for the creation of PDF documents.

Creating documents

- ◆ Documents must be created directly from the application (ERP, WORD, EXCEL etc.) via the print function
- ◆ They must not be scanned images

Document conventions

File Type:

- ◆ Documents must be in PDF format without any password protection

File names:

- ◆ Do not use the following special characters:
\\ / : * ? " < > | # ()



Details for all Submissions / Queries

- ◆ Invoices / Credits must be submitted to the Accounts Payable email address: Accounts.Payable@Hitachirail.com
- ◆ Invoice / Credit queries and statements must be sent to the AP Queries email address: AP.Queries@Hitachirail.com

Document Type (Invoice or Credit Note)

Hitachi Rail Limited

Accounts Payable
Millennium Way
Aycliffe Business Park
Newton Aycliffe
DL5 6UG

Vendor Name

Vendor Address

Document No :

(Invoice or Credit No)

Vendor VAT ID:

Purchase Order No:

Delivery Note No:

Document Date:

(invoice or credit date)

Delivery Date:

PO Line Item No	Description	HRUK Material Number	Quantity	Unit Price	VAT Rate	Amount
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Net Total

VAT Rate %

VAT Amount

(Admin Fee)

Currency

Total

Payment Instructions

Bank Details — Bank Name, Sort Code, Account No.