



INVOICING AND PAYMENT GUIDELINES

The Customer utilises an automated invoice processing system to facilitate smooth, efficient and timely processing of Supplier's invoices. It is crucial that the following guidelines are followed:

A. Supplier Invoice Format and Mode

The Supplier's Tax Invoice;

1. Must be no other than a .pdf format
2. Should be preferably black and white, or with minimal colours
3. Must be sent to the Customer electronically via email unless each invoice exceeds fifteen pages, in which case hard copies of the Invoice should be mailed to Locked Bag 1450, Dandenong South, Vic 3164
4. Must be emailed to addresses detailed in Clause C below based on the Customer being serviced. There must be one invoice per .pdf document. Each email can have multiple invoices, but limited to a maximum of 10 invoices per email.
5. Can be in a format defined by the Supplier, but once set, should be consistent for all subsequent invoices. This consistency is an important factor for the functioning of the Customer's fingerprinted invoice automation systems that leads to expedient processing of Supplier invoices for payment. Consistency means, the location on all Supplier's invoices for Mandatory data mentioned in clause B, must be constant and never change. Multiple lines on invoices can be represented after the mandatory data fields and continue on subsequent pages. However, the location of all Mandatory data must remain fixed on the front page.
6. Should not have any Mandatory data boxed, shaded or highlighted
7. Must be generated electronically and not printed and scanned, as this can result in disorientation of the scanned document that does not lend itself to automated fingerprinted scanning of relevant data
8. Can have supporting information, which is to be included on the same invoice .pdf document as additional pages to the main invoice page. Any supporting invoice documents sent separately are discarded by the Customer's automated invoice scanning system software.

B. Invoice Data

The Front Page of the Supplier's Tax Invoice must contain all the information depicted below and must be consistently located in the same position of every invoice:

Mandatory data in fields - On the Front Page of Supplier Invoice

1. Supplier's name
2. Supplier's ABN
3. Supplier's Tax Invoice Number
4. Supplier's Tax Invoice Date
5. Customer Name (Bill to):
 - a) Nissan Motor Co. (Australia) Pty. Ltd. (NMA)
 - b) Infiniti Cars Australia Pty. Ltd. (ICA)

- c) Nissan Casting Australia Pty. Ltd. (NCAP)
 - d) Nissan Financial Services Australia Pty. Ltd. (NFSA)
 - e) Nissan New Zealand Limited (NNZ)
 - f) Nissan Financial Services New Zealand Limited (NZFSA)
 - g) Vehicle Distributors Australia Pty. Ltd. (VDA)
6. Customer's Purchase Order Number
 7. Total Tax Invoice Amount (excluding GST)
 8. GST accurately representing the legislated percentage on the Total Invoiced Amount
 9. Total Tax Invoice Amount (including GST)

Data if/where Applicable - On the Front Page of Supplier Invoice

1. Supplier's Account Number relevant to the Service
2. Supplier's Quote Reference

Parts and Materials Suppliers – Below the Mandatory and Applicable data fields and continued on subsequent pages as necessary

Parts and stores suppliers are required to provide the following additional information on their invoices:

- a) Supplier's respective Delivery Docket number
- b) Customer's Product code - Customer part number)
- c) Quantity of goods being charged and the Unit of Measure
- d) 'Delivered to' details – Address of Customer's warehouse

C. Customer's Purchase Order Reference

- Customer's Procurement Policy requires all purchase transactions to be authorised via a Purchase Order (PO) issued prior to ordering of goods or services.
- Supplier must request PO number from the Customer's operational contact requesting goods/service, prior to providing such goods/services.
- The exclusion of a valid Customer Purchase Order from the Supplier's Tax Invoice, will result in processing issues, delays and possible rejection

D. Mode of receipting Supplier's Tax Invoice and/or Credit Notes into Customer's Processing System

- Supplier Tax Invoice must be sent to the dedicated email addresses identified below;
 - NMA: apinvoices@nissan.com.au
 - NFSA: apinvoices@nissan.com.au
 - NCAP: ncap_invoices@nissan.com.au

- NNZ: apinvoices@nissan.co.nz
- NFSNZ: accountspayable@nissan.co.nz
- Only invoices or credits are to be sent to this email and fax, any other correspondence will be automatically deleted.
- These email addresses are unmanned and not meant for queries or correspondence.

E. Invalid Supplier Invoices

- Any Supplier Invoices deemed invalid and not requiring payment will require Credit Notes with the respective Supplier Invoice Number referenced on the Credit Note
- Customer will not short pay Supplier Invoices. Invoicing errors must be tackled via Credit Notes and re-invoicing

F. Supplier queries to Customer

- All enquires and correspondence relating to Supplier's Tax Invoices and/or Credit Notes should be via email to the following email addresses. These include;
 - Overdue payments follow up
 - Supplier Statements
 - General Correspondence
- These email addresses are monitored and will ensure that items are actioned in a timely manner.
- Using any other method of querying Accounts Payable issue could lead to delays in payments being processed.
- The emails for the respective Nissan Group companies are:
 - NMA & NFSA: accountspayable@nissan.com.au
 - NCAP: accountspayableNCAP@nissan.com.au
 - NNZ/NFSNZ: accountspayable@nissan.co.nz