



Harman International Corp Invoice Requirements and Payments

Submission of invoices:

Invoices must be delivered to Harman as directed in the Purchase Order or other instructions received from Harman. The remit to address on the Purchase Order designates the Harman company address to include on the invoice and where to send the invoice, either via regular mail or email address. Email is preferred unless there is a country specific requirement to send the hard copy invoice.

Invoices sent via e-mail must be sent strictly as follows:

- Separate invoices are required for each individual shipment
- E-mails must contain invoice attachment in **.pdf format** only. Multiple invoices must be sent in **separate attachments**.

Harman is using Optical Character Recognition so please provide high quality invoices to meet OCR requirements.

Invoice content:

Invoices must contain the following mandatory information:

- Invoice number
- Invoice date
- Legal entity name of the supplier
- Billing address of Harman
- Harman PO number, PO line item / Harman contact name
- Harman material number and Delivery note in case of direct material related shipments
- Plant location
- Other information sufficient to enable Harman to easily identify subject of goods or services
- Sales or other taxes, V.A.T

Payment process:

The payment term is noted in your Purchase Order and/or Contract.

Aging against the payment term is based on receipt of the invoice, not invoice date for regular invoices, or upon goods receipt for self billing. Any exception to this must be agreed upon with Harman's Procurement Team.

Sending invoices to the business instead of the correct remit to address will result in a delay of your payment.

In case of any non-compliance, invoices will be returned unprocessed to the supplier for correction.

Non-Compliance may add additional cycle time and/or delays in processing.