

Papendrecht 2025, The Netherlands

Subject: Invoice guidelines

**Dear Valued Supplier,**

We greatly value the business we do together and! To strengthen our collaboration, you can support us with enforcing several policies that will help to ensure that we can make payments to you in a more timely and accurate manner.

**1. Address and invoicing data:**

Please send your digital invoice(s) in PDF or xml format, using only one invoice per PDF file. (Including attachments)

**Name**

GKN Fokker Aerospace B.V. - Structures PPD/HGV  
GKN Fokker Aerospace B.V. - Fokker Landing Gear  
GKN Fokker Aerospace B.V. - Structures Mexico

Fokker Elmo B.V. - Netherlands  
Fokker Elmo B.V. - China  
Fokker Elmo B.V. - Mexico

**Invoice e-mail address**

[Invoices.FAE@fokker.com](mailto:Invoices.FAE@fokker.com)  
[invoices.FLG@fokker.com](mailto:invoices.FLG@fokker.com)  
[Invoices.MEX@fokker.com](mailto:Invoices.MEX@fokker.com)

[Invoices.FENL@fokker.com](mailto:Invoices.FENL@fokker.com)  
[Invoices.FECN@fokker.com](mailto:Invoices.FECN@fokker.com)  
[Invoices.FEMX@fokker.com](mailto:Invoices.FEMX@fokker.com)

Any payment related questions to be send to:

**Name**

GKN Fokker Aerospace B.V. - Structures PPD/HGV  
GKN Fokker Aerospace B.V. - Fokker Landing Gear  
GKN Fokker Aerospace B.V. - Structures Mexico

Fokker Elmo B.V. - Netherlands  
Fokker Elmo B.V. - China  
Fokker Elmo B.V. - Mexico

**Enquiry e-mail address**

[Fokker.accounting@fokker.com](mailto:Fokker.accounting@fokker.com)  
[ap\\_invoicing.FLG@fokker.com](mailto:ap_invoicing.FLG@fokker.com)  
[Fokker.accounting@fokker.com](mailto:Fokker.accounting@fokker.com)

[Info-AccountsPayable.NL@fokker.com](mailto:Info-AccountsPayable.NL@fokker.com)  
[Info-AccountsPayable.CN@fokker.com](mailto:Info-AccountsPayable.CN@fokker.com)  
[Info-AccountsPayable.FEMX@fokker.com](mailto:Info-AccountsPayable.FEMX@fokker.com)

Note that this e-mail will generate a support ticket in our 4ME system. We aim to reply back to you in 3 business days.

## 2. Invoice requirements:

### GENERAL INFORMATION

- Document name "INVOICE" marked as Original or Copy as appropriate
- Invoice Date
- Page number with sequential numbering for invoices more than one page;
- Net, VAT and Total Invoice Charge;
- Percentage rate of the VAT applicable to the supply.
- If VAT is charged in another currency than EUR, then the EUR equivalent should be mentioned on the invoice as well.

Where an exemption is involved or where the customer is liable to pay the tax:

- Reference to the appropriate provision of the EC VAT Directive; or
- Reference to the corresponding national provision; or
- Any indication that the supply is exempt or subject to the reverse charge procedure

### SUPPLIER INFORMATION

- Legal entity name
- Legal entity Address
- Legal entity Email Address
- VAT Registration Number (if applicable)
- Company Registry Number (if applicable)
- Bank Information (for payment)

### CORRECT ADDRESSEE

- Legal Entity Name
- Legal Entity Address
- VAT Registration Number
- Delivery Address

### INVOICE CONTENT INFORMATION REGARDING PURCHASE ORDER INVOICES

- Legal entity on purchase order and invoice should match;
- One Purchase Order only per invoice;
- Purchase Order Number including purchase order line item number(s);
- Description and Product Code of the goods or services (must match the Purchase Order at the line item level);
- Quantity of the goods supplied or the extent and nature of the services rendered (must match Purchase Order at line item level);
- Invoicing currency (must match the Purchase Order);

### INVOICE CONTENT INFORMATION REGARDING NON-PURCHASE ORDER INVOICES

- **Cost Center** and name of the person who ordered;
- Description of the goods or services

### CREDIT NOTES

- Credits are to be invoiced separately and clearly marked as "Credit Note", and should quote the invoice number and Purchase Order number/Cost Center the credits refer to.