

INVOICING REQUIREMENTS - United States of America

As part of our strategy and continuous improvement efforts, Signify has implemented digital processing of supplier invoices.

To avoid delays that could affect the invoice payment process, it is critical that your invoices comply with:

1. our purchase order
2. general guidelines – click on the following [link for our general guidelines](#)
3. the requirements as here below.

Note: the word « invoices » used below, refers to both invoices and credit notes issued by you.

Invoice Requirement

Signify only makes payments against valid original invoices. Not complying with Legal, Fiscal and Signify requirements could result in a delay of payment or rejection of invoice.

Note: Signify does not claim that below invoice requirements cover all today applicable laws and possible future changes in the respective laws. As a Supplier, you remain responsible to ensure that the invoices you issue to Signify always comply with all applicable laws. Therefore, you are obliged to include any additional requirement not listed below.

Supplier information:

- Supplier **legal name** as mentioned in “**Order to**” section of the Purchase Order
- Supplier **address** must match the one as mentioned in “**Order to**” section of the Purchase Order
- Supplier contact details (telephone number and email address)
- Supplier **remittance information** must have full Bank details
Note: Signify’s preferred method of payment is through wire transfer instead of cheque or other type of payments.
- **Ship from address** including **postal codes** (only applicable for goods delivery)

Signify information:

- The correct **Signify entity** as mentioned in “**Order from**” section of the Purchase Order
- **Signify bill to address** as mentioned in “**Order from**” section of the Purchase Order
For credit note: use same address as the original invoice.
- The **correct Purchase Order number** issued for your company (one purchase order per invoice) as mentioned in “**Order Reference Code**” section of the Purchase Order.
Mention this number on the first page of the invoice.
Note: do not mention any prefixes e.g. if the Purchase Order was YG8-123456890 then mention only the digits highlighted in green.
If you handle more Purchase Orders from Signify at the same time, for seamless processing and risk of delayed payment, we highly recommend you, issue a separate invoice for each Purchase Order number.
- **Ship to (or delivery) address** with the name of state (only applicable for goods / material delivery) as mentioned in “**Goods/Services to be delivered to**” section of the Purchase Order

Invoice Content:

- The word “**Invoice**” or “**Credit/Debit Note**” must be clearly printed on the invoice
- **Invoice Date** cannot be later than submission date
- Your **Invoice reference number** must be unique and not longer than 16 digits
- **Currency** (3-digit monetary code e.g. USD; EUR; CAD; MXN ...) as mentioned in “**Currency**” section of the Purchase Order.
The currency must be the same currency as stated on the Purchase order.

- **Description and specification of goods and services** delivered including quantity, price, and unit of measure of goods and services being invoiced also must be broken per purchase order line item. Unit of measure should match the unit of measure of the Purchase Order.
Line items in the purchase order should match the invoice.
- Invoice amounts expressed in numbers, in the currency as per the Purchase Order broken down by:
 - **Total net amount**
 - **Tax amount (including the Tax rate if applicable)**
If multiple taxes are applicable, the tax rate for every net / taxable amount should be specified
 - **Total / gross amount**
- Invoice amounts broken down by Purchase Order line item (as mentioned in our Purchase Order), with our line item number mentioned.
Note: Goods / material related invoices, must not include non-related goods or material costs or transportation costs on the same invoice next to the goods / materials even in the case when the purchase order included them as separate lines.
Either such costs should be included in the goods / materials price (which must be agreed with the purchasing member of Signify) or should be invoiced separately.
Similarly, unplanned costs must be covered by a purchase order and invoiced separately.
- **Date of material shipment; delivery** of the goods or performance of the services
- For credit notes, **invoice number being credited** must be stated (one credit note per invoice)

Invoice Submission:

Submit your PDF invoice as per [the general guidelines](#).

Send invoices only **once** by e-mail to the relevant address mentioned below. By sending more than once and / or more than one email address, the invoice will fall into **duplicate** checks delaying processing and payments of the invoice. If You are not certain to which organization or Entity Code your invoice is for, please refer to the Purchase Order you have received from Signify or contact the requester that placed the order with you. You can find the Entity Code in the “Order from” field between brackets behind the Legal Entity name.

Please do **not** use these addresses for queries or any other purpose unless mentioned otherwise in the Invoice Query Section. See next section for Invoice queries.

*Please Pay attention to the “. “ or “ – “ in the e-mail address.

Legal Entity being billed	Entity code	Email address *
Signify North America Corporation	US01 / 166071	invoice-US01@signify.com
Signify North America Corporation	US02 / 168005	invoice-US02@signify.com
Signify North America Corporation	US04 / 168047	invoice-US04@signify.com
Signify North America Corporation	US06 / 130941	invoice-US06@signify.com
Signify North America Corporation	US07 / 163085	invoice-US07@signify.com
Signify North America Corporation	US08 / 168013	invoice.US08@signify.com
Genlyte Thomas Group LLC	US0L / 165298	invoice-US0L@signify.com
Genlyte Thomas Group LLC	US0M / 167344	invoice.US0M@signify.com
Genlyte Thomas Group LLC	US0R / 168043	invoice-US0R@signify.com
Genlyte Thomas Group LLC	US0S / 168044	invoice-US0S@signify.com
Genlyte Thomas Group LLC	US0N / 165530	aptupelo@signify.com
Strand Lighting, LLC	USGZ / 165545	entertainment.ap@signify.com
Signify North America Corporation	US09 / 153932	pel-ap@signify.com



From the tax and legal point of view, PDF document is treated as an original electronic invoice. Thereby, by agreeing to use PDF as an electronic invoice, no other document can be prepared or issued (ex. paper invoices). As a Supplier, you remain responsible for the invoices you issue to Signify.

Invoice Query:

Reminders, statements, or any other questions/remarks should be sent by e-mail to the relevant Vendor Query address mentioned below.

If You are not certain to which organization or Entity Code your query is for, please refer to the Purchase Order you have received from Signify or contact the requester that placed the order with you. You can find the Entity Code in the “Order from” field between brackets behind the Legal Entity name.

*Please Pay attention to the “. “ or “ – “ in the e-mail address.

Legal Entity being billed	Entity code	Email address *
Signify North America Corporation	US01 / 166071	vq.us@signify.com
Signify North America Corporation	US02 / 168005	
Signify North America Corporation	US04 / 168047	
Signify North America Corporation	US06 / 130941	
Signify North America Corporation	US07 / 163085	
Signify North America Corporation	US08 / 168013	
Genlyte Thomas Group LLC	US0L / 165298	
Genlyte Thomas Group LLC	US0M / 167344	
Genlyte Thomas Group LLC	US0R / 168043	
Genlyte Thomas Group LLC	US0S / 168044	
Genlyte Thomas Group LLC	US0N / 165530	aptupelo@signify.com
Strand Lighting, LLC	USGZ / 165545	entertainment.ap@signify.com
Signify North America Corporation	US09 / 153932	pel-ap@signify.com

Mention the **Purchase Order** and **Invoice reference number** (the same as in the invoice copy) in the subject of the email.

If your question concerns **multiple invoices**, please send in a format that allows to copy data (preferably in Excel format). Do **not** send print screen of your accounting systems, as it creates the risk of typing mistakes and additional workloads.

Order Query:

The questions related to **the Purchase Order / Order confirmation** should be sent to the email address which is indicated in “**Dealt with by**” section of Purchase Order.