

LITTELFUSE, INC. GLOBAL INVOICING INSTRUCTIONS

The Littelfuse Finance team is committed to have 100% accurate and on-time payment of your invoices; we require the following guidelines to be followed when issuing an invoice to Littelfuse.

Supplier's/Vendors must ensure that invoices issued are containing below information

A. Payee: Vendor Information

- A.1 Supplier's Name
- A.2 Supplier's Address
- A.3 Contact Information
- A.4 Contact Email Address
- A.5 VAT ID

B. Payer: (Invoice must be billed correctly to Littelfuse entity)

- B.1 Littelfuse Name
- B.2 Littelfuse Address
- B.3 Littelfuse VAT/ Tax ID number

C. Invoice Format

- C.1 1 Invoice per PDF
- C.2 Indicate Page Number for Multiple Pages
- C.3 Date Format Confirmation (MM/DD/YYYY)

D. Transaction Details

D.1 Purchase of Materials & Spare Parts

- 1) Purchase Order Number (PO #)
- 2) Purchase Order Line item/s
- 3) Materials/Spare Part Littelfuse # (based on PO)
- 4) Item/Product Description (based on PO)
- 5) Buyer's Name
- 6) Invoice Reference / Invoice Number
- 7) Invoice Date
- 8) Packing List #/Delivery Receipt related/Delivery Order #
- 9) Quantity Delivered
- 10) Price
- 11) Unit of Measure
- 12) Payment Terms
- 13) Total Amount before any taxes / VAT
- 14) VAT Percentage/Rate (if applicable)
- 15) Total VAT Amount (if applicable)
- 16) Total Amount Due

D.2 Purchase of MRO Items

Maintenance / Repairs and Other Operations Cost like Machines, Tooling and Other services

- 1) Purchase Order Number (PO #)
- 2) Purchase Order Line item/s
- 3) Items or Service description (based on PO)
- 4) Buyer's Name/Any Littelfuse contact person
- 5) Invoice Reference / Number
- 6) Invoice Date
- 7) Packing List #/Delivery Receipt related/Delivery Order # (for Purchase of items related only)

- 8) Quantity Delivered (for Purchase of items related only)
- 9) Price
- 10) Unit of Measure
- 11) Payment Terms
- 12) Total Amount before any taxes / VAT
- 13) VAT Percentage/Rate (if applicable)
- 14) Total VAT Amount (if applicable)
- 15) Total Amount Due

E. Mode of invoice Submission

Please Note: If any of the following requirements are not met, invoice will not be processed and returned for correction.

- 1) Invoices and inquiries should be emailed to the email address listed at the top of the Littelfuse Purchase Order under the 'Send Invoice To' section.
 - a. Subject line of email should contain vendor name and Invoice number
- 2) Must be in .pdf format
- 3) One invoice per attachment
 - a. Do not combine multiple invoices into one attachment
 - b. Multiple invoices as individual attachments will be accepted
- 4) Purchase Order # must be listed on ALL invoices
- 5) If applicable, service or subscription term start & end date must be listed on ALL invoices
- 6) Payment terms must be listed on ALL invoices
 - a. Littelfuse standard payment terms are NET90 unless otherwise agreed upon

By meeting the above requirements, invoice visibility will improve, and overall processing/payment times will be decreased.

F. Preferred Mode of payment

- 1) Littelfuse prefers to pay our suppliers electronically (via ACH or bank transfer).
- 2) Please provide your banking information and preferred email address where to send our remittance advices.

Additional Notes

- 1) Littelfuse is paying their suppliers based on the agreed payment terms.
- 2) Supplier Invoices that are not following the outlined guidelines above will be rejected or might cause a delay in processing.
- 3) The Littelfuse Finance team greatly appreciates your cooperation in complying these requirements as it will also help us to process your invoices promptly.
- 4) Any exception or incorrect information provided will cause delayed processing as well as additional communication between you and Littelfuse.
- 5) For any support or general inquiries about your invoices, you may contact our Shared Service Accounts Payable Team at the following email addresses depending on your country or region: US/MX

US/MX	Accountspayable@littelfuse.com
US-IXYS Milpitas	AccountspayableMP@littelfuse.com
CANADA	skap@littelfuse.com
GERMANY	accountspayableEU@littelfuse.com

NETHERLANDS
LITHUANIA
PHILIPPINES
CHINA
SINGAPORE

InvoiceEU@littelfuse.com
apkaunas@littelfuse.com
accountspayableph@littelfuse.com
apcn@littelfuse.com
accountspayableSG@littelfuse.com