



## Business Rules

# LEGO Group Invoice Requirements

## 1. Governing Business Rule Document

[08.06.729064.BR LEGO Group Invoice Requirements.EN.docx](#)

## 2. LEGO Group Invoice Requirements

The invoicing requirements of the LEGO Group are subject to both statutory and mandatory internal regulations. For all countries which are supported with a PO system, this requires that all suppliers to the LEGO Group shall ensure to have a purchase order ("PO") issued by the LEGO Group before initiation of a delivery. In the event such PO has not been issued for exceptional cases or if the country does not have PO system, the supplier shall make sure requestor's user ID (e.g. DkSaJaSi), full name and cost center number are stated on the Invoice.

### 2.1 Mandatory Information on *all* Documents

- Correct LEGO Group address (attached)
- Invoice date
- Invoice number
- PO number and PO line number
- If a PO is not available, state requestor's user ID (e.g. DkSaJaSi), full name and cost center number
- Supplier name and address
- Supplier VAT-/UDST-/Tax identification number
- Tax amount
- Supplier Bank information
- Clear description of the goods or service(s) (incl. nature, volume and unit price, commodity code/specification and other relevant information)
- Information on whether the invoice is an instalment / down payment or credit note
- All issued invoices should be sent to AP Department within 7 days from issue date

### 2.2 Additional Requirements

- Invoices/Credit Notes should be issued as EDI/XML E-Invoices according to LEGO group electronic invoice requirements, unless local requirements apply:
- Handwritten invoices are NOT acceptable.
- The use of excessive colors or shading is not accepted
- For suppliers with less than 40 financial documents per year (invoices/credit notes), invoicing in .PDF format is acceptable.
- English is preferred language for all invoices; however, the language shall be subject to the

governing language in the agreement if such has been entered, or subject to requirements by law.

- If delivery address differs from invoicing address, state delivery address on the invoice
- Invoices shall always be forwarded to the LEGO Group as individual EDI/XML document. Where PDF invoicing is acceptable, each PDF invoice shall be sent in separate e-mail.
- Where hard copy is required, only the original invoice is to be sent to Accounts Payable / Finance Department, never send any invoice copies unless requested by the Accounts Payable Department.
- A credit invoice must include the original invoice number and date.
- Invoices should always state the billing currency.

## 2.3 Payment terms

The LEGO Group standard payment term is 60 days, unless local legislation prohibits this. The payment terms must be aligned and agreed with the supplier before the purchase. Deviations from the LEGO Group standard payment term must be discussed and approved by Procurement – category buyer.

## 2.4 Right to Reject

The LEGO Group reserves the right to reject any invoice that does not adhere to the above information, and penalty interest rates cannot be applied if above requirements are not fulfilled.

## 2.5 Local Requirements

### 2.5.1 EU:

- Invoice for cross-border supply with no VAT charged shall include a reference to the EU VAT directive (2006/112/EC as amended). It must be apparent from the invoice whether a special VAT regulation applies.
- Invoices must include tax date and if any VAT is charged, the amounts in local currency.
- Invoices must include LEGO entity's VAT ID in the EU format issued by the EU country where the goods are shipped to, or the services provided to (typically country of establishment).
- Invoices must include mention "reverse-charge" if LEGO Group is liable for payment of VAT.
- Invoices for cross-border supplies of goods between EU countries need to include Harmonized Commodity Code (HS Code, minimum first 6 digits), specification of country of origin and the goods weight per each HS item.
- Original invoice is required to be sent to the office address in Romania, Ukraine and Russia
- **Hungary** - hard copy is required to be sent to office address if Supplier is not sending electronic invoice
- **Italy** - Invoices from Italian suppliers to LEGO entity in Italy have to be issued in XML format and sent to e-Invoicing service provider (EDICOM)

### 2.5.2 EU + CH, NO, NI:

- **Supplies of goods into the above territory** - The invoice should include:
  - EORI (Economic Operator Registration and Identification number) of the receiving LEGO

Entity).

- For Switzerland, Norway, and Northern Ireland, where no EORI is available, the VAT registration number may be provided.
- an accurate goods description for each article of the consignment, see attached guidance from the European Commission
- the corresponding Harmonized Commodity Code (HS Code, minimum first 6 digits)
- total number of commodities
- total weight of the shipment.

### 2.5.3 APAC:

- Original invoice is required to be sent to the office address where hard-copies are required (Refer to LEGO Entity Invoicing details).
- **China** - All invoices to be stamped by vendors' company stamp
- **Singapore & Malaysia** - if the currency on the invoice is not SGD or MYR respectively, the GST amounts must be stated in SGD or MYR including below listed requirements
- All invoices in APAC require:
- The word "Tax Invoice" to be stated on the invoice
- GST rate applicable
- Total amount payable excluding GST
- Total GST amount
- Total amount payable including GST
- Any discount offered
- If invoices contain standard rated and non-taxable components (e.g. exempt zero-rated), the gross amounts of each type of supply must be separately stated
- **Korea** - If there is a VAT charge, the vendor must issue electronic tax invoice (전자세금계산서)
- **Vietnam** – If the supplier (contractor) is based outside Vietnam, LEGO Manufacturing Vietnam will withhold the relevant rate of foreign contractor tax (FCT) where applicable and pay these to tax authorities.
- Note: LEGO Manufacturing Vietnam Company Limited is granted with export processing enterprise (EPE) status stated in the investment registration certificate no. 1060118556.
- Company name, company address, and tax code of LEGO Manufacturing Vietnam Company Limited need to be aligned with latest Enterprise Registration Certificate.
  - **Company name:** LEGO MANUFACTURING VIETNAM COMPANY LIMITED
  - **Company address:** No. 1 Street 3, Vietnam-Singapore Industrial Park III, Binh Co Ward, Ho Chi Minh City, Vietnam
  - **Tax code:** 3703067162
- Invoices from Vietnamese suppliers must follow the e-invoice requirements defined by the laws. E-invoice must be sent in a set of 2 documents, **1 XML and 1 PDF** with the same naming, in **one email**. XML files must always be named with XML as extension. PO number (if any) should be indicated in the XML file. Zipped files and hard-copy invoices will be seen as invalid invoices and will be rejected.

- **Indonesia** - If there is local VAT charge, the supplier must send both the Commercial Invoice and Faktur Pajak in one pdf file.

#### 2.5.4 AMERICAS:

- Invoices & credit notes generated from Mexican suppliers to a LEGO entity in Mexico must be issued in an XML format in the latest CFDI version and needs to be submitted in the LEGO Portal (Detecno).