
Molex Intelligent Digital Supply Chain: **IMPORTANT UPDATE: MOLEX INVOICE STANDARD**

Dear Molex Supplier,

Ensuring timely payments is a priority for both our organization and our suppliers. To facilitate a more efficient and expedited process, we request your adherence to the invoice procedures outlined below. Non-compliant invoices may experience payment delays or be returned to you for correction.

Invoice requirements:

- Legal Entity Name and Address (Bill to/Sold to/Ship to)
- Invoice Date – **FUTURE DATED INVOICES WILL BE RETURNED**
- Invoice Number
- Molex Contact Name
- Molex Purchase Order Number – **ONE MOLEX PO PER INVOICE**
- Molex PO Line Number
- Molex Material Number & Description
- Service Description & Period including start and end date (if applicable)
- Unit of Measure (UOM), Quantity, Unit Price/Rate, Extended Price, Currency
- Supplier billing details, and if applicable the VAT registration number
- Applicable Taxes (Sales/VAT/GST/WHT)

Invoice submission methods:

Preferred methods - Electronic submission

- SAP Business Network (SCC) for Direct Suppliers:
<https://www.molex.com/supplier/scc>
- Coupa Supplier Portal (CSP) for Indirect Suppliers:
<https://www.molex.com/supplier/coupa>
- Molex is registered with e-invoicing platforms for countries that have mandated e-invoicing requirements. Please contact us for more details on e-invoicing.
- Please work with your buyer for tariff invoicing procedures.

For high volume suppliers, we can offer either Evaluated Receipt Settlement (ERS) or Electronic Data Interchange (EDI).

Non-Preferred Method – Email submission

invoices@molex.com – If this method is used, one PDF per email, one invoice per PDF, one purchase order per invoice.

Invoices without a purchase order number could be returned to you which may result in a payment delay.

Thank you for cooperating with our invoice standard guidelines to better serve you as a preferred partner.

Sincerely,

Tricia McCoy

Global Process Owner, Procure to Pay

Tony Gainsford

Senior Director, Global Procurement