

## **Invoicing Instructions:**

To avoid delays in invoice settlements:

- Make sure your invoice meets the invoicing country tax requirements.
- Issue your invoices to the billing address stated on your Purchase Order (include Kyndryl entity name, address, VAT/tax number).
- Ensure your invoices are issued from the supplier's name, address and proper tax ids matching the supplier and Kyndryl entity for which the order was issued.
- Quote the Purchase Order and Kyndryl Contact name. Note: quote only one Purchase Order Number on each invoice; invoices must be credit or debit values only, not mixed.
- Each invoice line item must quote the Purchase Order item to which it relates.
- The value of the line item (including previous invoices against the line item) must not exceed the value of the Purchase Order line item.
- In case of price variations please notify the responsible buyer in writing
- Invoices must be issued in the same currency as the Purchase Order
- Invoices not meeting these conditions will be returned unpaid.
- Please note that payment terms are applied from date of receipt of a correct invoice.

For all invoice and payment queries with reference to this purchase order, please contact the Procurement Support team via phone or online request. Details can be found on our Procurement Support Webpage:

[www.kyndryl.com/procurement/procSupport](http://www.kyndryl.com/procurement/procSupport)