

Accounts Payable

Invoice Requirements Policy

Dear Business Partners,

In order to avoid delays in processing your invoices, please adhere to the following Invoice Requirements Policy. The requirements below are not applicable for ERS (Evaluated Receipts Settlement) Suppliers.

- **Sandisk Billing Entity and Address** – For tax compliance purposes, the correct entity name and address must be stated on the invoice. This is the same entity where the spending is incurred, or the goods are procured.
- **Vendor's Name** – Vendor's registered name should be reflected on the Invoice
- **Vendor's Address** – Vendor's mailing address/payment address.
- **Vendor's Contact Information** – Email, phone number, and fax number.
- **Invoice Date** – Required for compliance purposes. Payment terms will be based on the contract terms agreed with your company.
- **Invoice Number** – Sequential number used to avoid duplication of payment.
- **Purchase Order** – We need a **valid, sufficiently funded, and correct** Purchase Order for purchases greater than USD\$5,000. If you are uncertain, please reach out to your Western Digital buyer.
- **Service/Goods Description** – This helps AP/Approver identify the correct general ledger code for the expense.
- **Amount/Currency** – The amount and currency in your Invoice must match the amount and currency indicated in your Purchase Order.
- **Tax** – If applicable, please provide a full breakdown.
- **Tax ID** – Tax ID must be clearly stated on all invoices, if applicable.
- **Tax Amounts** – Specify tax base (before tax amount), tax percentage, and tax amounts.
- **Bank Information** – Complete bank details including bank name, beneficiary name, bank code, branch address, swift codes (if applicable) to expedite payment process.

We will reject all Invoices received that are not compliant with the above requirements.

Thank you for your cooperation!

