

**TS Trim Industries, Inc.**  
**Vendor Invoice Requirements**

In order to facilitate the timely and accurate payment of vendor invoices the following requirements must be met:

Use of a Common Ship Reference Number. Use a reference number that is the same on both the packing list and the corresponding invoice. In other words, the packing list number must appear on the packing list and the corresponding invoice.

One Shipment=One Packing List=One Invoice. For each shipment, use only one packing list, and for each shipment, issue only one invoice.

Use of Correct Purchase Order Number. The correct purchase order number must appear on both the packing list and the corresponding invoice.

Use of Correct Part Number. The TS Trim part number listed on the TS Trim purchase order must be used on both the packing list and corresponding invoice.

Use of Correct Shipped Quantity. The shipment quantity used on the packing list must agree to the quantity used on the corresponding invoice.

Frequency of Invoicing. Invoice sent to TS Trim on the day of shipment is preferred, but at a minimum, invoices sent once a week is required.

End of Month Invoicing. TS Trim must receive all invoices for a month by the 3<sup>rd</sup> working day of the following month.

Payment Terms. Payment terms are Net 30 Prox. Payments are mailed 30 days after the close of the business month based on the date delivery is received. Other terms unless previously agreed upon are not acceptable.

Failure to invoice according to the requirements above will result in a delay in payment. Moreover, packing lists and invoices not meeting the requirements above will be considered a delivery performance issue resulting in PPM of 100 with countermeasures and/or 5P required.