

SUPPLIER INVOICE CHECKLIST

- Invoice to be made out to Hitachi Capital (UK) Plc or Hitachi Capital Business Finance
- Invoice number & date (before start of the agreement)
- Customer name and delivery address as per the document
- New (no need for year of manufacture for the asset)
- Used (need year of manufacture for the asset)
- Date of 1st registration if there is a registration number (required for all road worthy vehicles)
- Serial/chassis number to be detailed as per the document
- No 'Sold as Seen' on the invoice
- Supplier bank details on the invoice or on letterhead
- A registered VAT number should be clearly shown for when VAT is present