LITTELFUSE, INC. GLOBAL INVOICING INSTRUCTIONS

The Littelfuse Finance team is committed to having 100% accurate and on-time payment of your invoices; we require the following guidelines to be followed when issuing an invoice to Littelfuse.

Supplier's/Vendors must ensure that invoices issued are containing below information

A. Payee: Vendor Information
   A.1 Supplier's Name
   A.2 Supplier’s Address
   A.3 Contact Information
   A.4 Contact Email Address
   A.5 VAT ID

B. Payer: (Invoice must be billed correctly to Littelfuse entity)
   B.1 Littelfuse Name
   B.2 Littelfuse Address
   B.3 Littelfuse VAT/ Tax ID number

C. Invoice Format
   C.1 1 Invoice per PDF
   C.2 Indicate Page Number for Multiple Pages
   C.3 Date Format Confirmation (MM/DD/YYYY)

D. Transaction Details
   D.1 Purchase of Materials & Spare Parts
      1) Purchase Order Number (PO #)
      2) Purchase Order Line item/s
      3) Materials/Spare Part Littelfuse # (based on PO)
      4) Item/Product Description (based on PO)
      5) Buyer’s Name
      6) Invoice Reference / Invoice Number
      7) Invoice Date
      8) Packing List #/Delivery Receipt related/Delivery Order #
      9) Quantity Delivered
      10) Price
      11) Unit of Measure
      12) Payment Terms
      13) Total Amount before any taxes / VAT
      14) VAT Percentage/Rate (if applicable)
      15) Total VAT Amount (if applicable)
      16) Total Amount Due

D.2 Purchase of MRO Items
   Maintenance / Repairs and Other Operations Cost like Machines, Tooling and Other services
   1) Purchase Order Number (PO #)
   2) Purchase Order Line item/s
   3) Items or Service description (based on PO)
   4) Buyer’s Name/Any Littelfuse contact person
   5) Invoice Reference / Number
   6) Invoice Date
   7) Packing List #/Delivery Receipt related/Delivery Order # (for Purchase of items related only)
8) **Quantity Delivered (for Purchase of items related only)**
9) Price
10) Unit of Measure
11) **Payment Terms**
12) **Total Amount before any taxes / VAT**
13) **VAT Percentage/Rate (if applicable)**
14) **Total VAT Amount (if applicable)**
15) **Total Amount Due**

**E. Mode of invoice Submission**

**Please Note:** If any of the following requirements are not met, invoice will not be processed and returned for correction.

1) Invoices and inquiries should be emailed to the email address listed at the top of the Littelfuse Purchase Order under the “Send Invoice To” section.
   a. Subject line of email should contain vendor name and Invoice number
2) Must be in .pdf format
3) One invoice per attachment
   a. Do not combine multiple invoices into one attachment
   b. Multiple invoices as individual attachments will be accepted
4) Purchase Order # must be listed on ALL invoices
5) If applicable, service or subscription term start & end date must be listed on ALL invoices
6) Payment terms must be listed on ALL invoices
   a. Littelfuse standard payment terms are NET90 unless otherwise agreed upon

*By meeting the above requirements, invoice visibility will improve, and overall processing/payment times will be decreased.*

**F. Preferred Mode of payment**

1) Littelfuse prefers to pay our suppliers electronically (via ACH or bank transfer).
2) Please provide your banking information and preferred email address where to send our remittance advices.

**Additional Notes**

1) Littelfuse is paying their suppliers based on the agreed payment terms.
2) Supplier Invoices that are not following the outlined guidelines above will be rejected or might cause a delay in processing.
3) The Littelfuse Finance team greatly appreciates your cooperation in complying these requirements as it will also help us to process your invoices promptly.
4) Any exception or incorrect information provided will cause delayed processing as well as additional communication between you and Littelfuse.
5) For any support or general inquiries about your invoices, you may contact our Shared Service Accounts Payable Team at the following email addresses depending on your country or region: US/MX

  US/MX: AccountsPayable@littelfuse.com
  US-IYS X Milpitas: AccountsPayableMP@littelfuse.com
  CANADA: skap@littelfuse.com
  GERMANY: accountsPayableEU@littelfuse.com
<table>
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<tr>
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