



Appendix 2: Country-specific invoicing instructions – Japan

For domestic suppliers, please use Japanese as your invoicing language. We accept invoices in English from overseas suppliers.

Available invoicing options:

- PDF invoices via e-mail
- Paper invoices
- Supplier's web page (downloading invoice via link)

Buying unit and billing address:

Make sure all invoices are billed to the correct Ingka buying unit.

Billing address	
〒273-0012 千葉県船橋市浜町2-3-30 5階 イケア・ジャパン株式会社	IKEA Japan K.K. 2-3-30 Hama-cho, 5th floor Funabashi-shi, Chiba 273-0012
〒498-0067 愛知県弥富市上野町2-1 イケア・ディストリビューションサービス株式会社	IKEA Distribution Service K.K. 2-1 Ueno-cho Yatomi-shi, Aichi 498-0067

Sending PDF invoices:

Below are instructions if you wish to send PDF invoices.

- Send your invoice to billing.service.jp@ingka.ikea.com
- One invoice only per PDF without password settings.
- The maximum number of pages allowed per invoice is 50 pages. If an invoice + specification becomes over 50 pages, separate them into 2 PDFs, 1) PDF only with total invoice amount and 2) PDF only with specification.
- The maximum size per PDF is 10MB (no zip compression in all attachment).
- Make sure you include the name of correct buying store or department.



- Do not combine invoices to IKEA Japan K.K. and IKEA Distribution Service K.K. in the same e-mail and PDF. If it is difficult, please include the name of store or department in PDF file title.
- Non-invoices, such as delivery note, notice letter, or flyer, should be in a separate PDF from invoice.

Sending Paper invoices:

Both the buying company name/buying store/department and billing address must be visible on the invoice.

If you wish to send your invoices in paper format, please be aware that the handling time is longer than with electronic or PDF invoices. Send your invoice to the address listed below.

Send paper invoices to	
〒273-0012 千葉県船橋市浜町2-3-30 5階 イケア・ジャパン株式会社 請求書処理担当 宛	IKEA Japan K.K. Invoice Handling Team 2-3-30 Hama-cho, 5th floor Funabashi-shi, Chiba 273-0012
〒273-0012 千葉県船橋市浜町2-3-30 5階 イケア・ディストリビューションサービス株式会社 請求書処理担当 宛	IKEA Distribution Service K.K. Invoice Handling Team 2-3-30 Hama-cho, 5th floor Funabashi-shi, Chiba 273-0012