

IKEA's Invoicing Requirements v.3.8

To ensure swift handling of invoices, please use the following guidelines:

- 1.) Invoices should be billed to the location where goods and services received, using the "Invoice Billing Name" listed below.
- 2.) When invoicing multiple IKEA locations, each location should be invoiced separately using the "Invoice Billing Name" listed below.
- 3.) Send invoices electronically to the cooresponding email addresses below as follows:
 - PDF or TIFF attachments only
 - One invoice per attachment
 - Limit of 10 PDF or TIFF attachments per email, 500 pages per attachment and maximum of 10MB per email
- 4.) Send invoices in paper format to:
 - PO Box 20902, Indianapolis, IN 46220-0902
 - 8.5 x 11 paper size, black print on white background

Processing delays can be expected if the above criteria is not met.

Legal Unit	Invoice Billing Name (Must always be the Bill To Name/Address)	Plant code	Business Address (Location for goods and services only)	Email Address
IKEA US RETAIL LLC (IKEA US Retail locations)				
3260	IKEA US RETAIL LLC - 005		9930 Franklin Square Drive, Baltimore, MD 21236	ikea000002-us-3260-idf1@pdfinbound.com
	IKEA US RETAIL LLC - 013	X223	9930 Franklin Square Drive, Baltimore, MD 21236	
	IKEA US RETAIL LLC - 026	1202	41640 Ford Road, Canton, MI 48187	
	IKEA US RETAIL LLC - 027	1140	1 IKEA Way, Round Rock, TX 78665	
	IKEA US RETAIL LLC - 028	1141	10280 NE Cascades Parkway, Portland, OR 97220	
	IKEA US RETAIL LLC - 042	1142	1103 N. 22nd Street, Tampa, FL 33605-5320	
	IKEA US RETAIL LLC - 064	1143	9800 East IKEA Way, Centennial, CO 80112	
	IKEA US RETAIL LLC - 067	1144	8300 IKEA Boulevard, Charlotte, NC 28262	
	IKEA US RETAIL LLC - 103	1146	67 West IKEA Way, Draper, UT 84020	
	IKEA US RETAIL LLC - 145	1147	4092 Eastgate Drive, Orlando, FL 32839	
	IKEA US RETAIL LLC - 152	1148	8352 Honeygo Blvd., Baltimore, MD 21236	
	IKEA US RETAIL LLC - 153	1149	2001 Park Manor Blvd., Pittsburgh, PA 15205	
	IKEA US RETAIL LLC - 154	1150	1000 IKEA Drive, Elizabeth, NJ 07201	
	IKEA US RETAIL LLC - 156	1151	1100 Broadway Mall, Hicksville, NY 11801	
	IKEA US RETAIL LLC - 157	1152	700 IKEA Court, West Sacramento, CA 95605	
	IKEA US RETAIL LLC - 158	1153	1 IKEA Way, Stoughton, MA 02072	
	IKEA US RETAIL LLC - 159	D009	9930 Franklin Square Drive, Baltimore, MD 21236	
	IKEA US RETAIL LLC - 162	1154	20700 South Avalon Blvd., Carson, CA 90746	
	IKEA US RETAIL LLC - 165	1155	4400 Shellmound Street, Emeryville, CA 94608	
	IKEA US RETAIL LLC - 166	1156	2149 Fenton Parkway, San Diego, CA 92108	
	IKEA US RETAIL LLC - 167	1157	1475 South Coast Drive, Costa Mesa, CA 92626	
	IKEA US RETAIL LLC - 168	1158	2900 Potomac Mills Circle, Woodbridge, VA 22192	
	IKEA US RETAIL LLC - 170	1159	750 E. Boughton Road, Bolingbrook, IL 60440	
	IKEA US RETAIL LLC - 175	1160	9500 IKEA Way, West Chester, OH 45069	
	IKEA US RETAIL LLC - 183	1161	7171 IKEA Drive, Frisco, TX 75034	
	IKEA US RETAIL LLC - 207	1162	151 NW 136th Street, Sunrise, FL 33325	
	IKEA US RETAIL LLC - 209	1163	2110 W. IKEA Way, Tempe, AZ 85284	
	IKEA US RETAIL LLC - 210	1164	1800 East McConnor Parkway, Schaumburg, IL 60173	
	IKEA US RETAIL LLC - 211	1165	400 Alan Wood Road, Conshohocken, PA 19428	
	IKEA US RETAIL LLC - 212	1166	8000 IKEA Way, Bloomington, MN 55425	
	IKEA US RETAIL LLC - 213	1167	450 Sargent Drive, New Haven, CT 06511	
	IKEA US RETAIL LLC - 215	1168	2206 S. Christopher Columbus Blvd., Philadelphia, PA 19148	
	IKEA US RETAIL LLC - 257	1169	441 16th Street NW, Atlanta, GA 30363	
	IKEA US RETAIL LLC - 327	1170	1801 NW 117 th Ave, Sweetwater, FL 33172	
	IKEA US RETAIL LLC - 347	1171	1700 East Bayshore Road, East Palo Alto, CA 94303	
	IKEA US RETAIL LLC - 374	1172	6000 IKEA Way, Merriam, KS 66202	
	IKEA US RETAIL LLC - 379	1173	7810 Katy Freeway, Houston, TX 77024	
	IKEA US RETAIL LLC - 399	1174	600 S IKEA Way, Burbank, CA 91502	
	IKEA US RETAIL LLC - 409	1175	100 IKEA Drive, Paramus, NJ 07652	
	IKEA US RETAIL LLC - 410	1176	1 IKEA Way, St. Louis, MO 63108	
	IKEA US RETAIL LLC - 411	1177	10100 Baltimore Ave., College Park, MD 20740-4208	
	IKEA US RETAIL LLC - 413	1178	848 S. Barranca Ave., Covina, CA 91723-3604	
	IKEA US RETAIL LLC - 462	1179	6500 IKEA Way, Las Vegas, NV 89148	
	IKEA US RETAIL LLC - 488	1180	601 S. W. 41st Street, Renton, WA 98057	
	IKEA US RETAIL LLC - 508	1181	7900 IKEA Way, Memphis, TN 38016	
	IKEA US RETAIL LLC - 511	1182	1900 IKEA Way, Columbus, OH 43240	
	IKEA US RETAIL LLC - 535	1183	1000 IKEA Way, Grand Prairie, TX 75052	
	IKEA US RETAIL LLC - 536	1184	11400 IKEA Way, Fishers, IN 46037	
	IKEA US RETAIL LLC - 537	1185	7801 Gate Parkway, Jacksonville, FL 32256	
	IKEA US RETAIL LLC - 560	1186	7500 S. IKEA Way, Oak Creek, WI 53154	
	IKEA US RETAIL LLC - 569	1187	1500 IKEA Way, Norfolk, VA 23502	

Legal Unit	Invoice Billing Name (Must always be the Bill To Name/Address)	Plant code	Business Address (Location for goods and services only)	Email Address
	IKEA US RETAIL LLC - 570	1188	1000 IKEA RBFCU Parkway, Live Oak, TX 78233	
	IKEA US RETAIL LLC - 658	1189	945 Market Street, San Francisco, CA 94103	
	IKEA US RETAIL LLC - 680	1190	400 S. Baldwin Ave. Suite D5, Arcadia, 91007	
	IKEA US RETAIL LLC - 681	1191	7611 Carson Blvd., Long Beach, CA 90808	
	IKEA US RETAIL LLC - 707	1192	1201 S Hayes St, Suite 10A, Arlington, VA 22202	
	IKEA US RETAIL LLC - 714	1193	1041 E Southlake Blvd Ste 110, Southlake, TX 76092	
	IKEA US RETAIL LLC - 715	1194	23501 Cinco Ranch Blvd, Katy, TX 77494	
	IKEA US RETAIL LLC - 716	1195	101 Boardwalk Place, Suite 101, Gaithersburg, MD 20878	
	IKEA US RETAIL LLC - 723	1196	3306 Esperanza Crossing, Austin, TX, 78758	
	IKEA US RETAIL LLC - 727	1197	7681 North Point Parkway Suite 500, Alpharetta GA, 30022	
	IKEA US RETAIL LLC - 921	1198	1 Beard Street, Brooklyn, NY 11231	
	IKEA US RETAIL LLC - 1001	1200	4206 Fairfax Corner Avenue, Suite H2060B, Fairfax, VA 22030	
	IKEA US RETAIL LLC - 1002	1201	2528 Solomons Island Road, Annapolis, MD, 21401	
	IKEA US RETAIL LLC - 1008	1145	10844 Providence Rd Suite K100, Charlotte, NC 28277	
	IKEA US RETAIL LLC - 1013	1199	1805 I-30 Frontage Road, Rockwall, TX, 75087	
	IKEA US RETAIL LLC - 1018	1332	60 N. Moorpark Road, Thousand Oaks, CA 91360	
	IKEA US RETAIL LLC - 1019	1333	4150 E. 4th Street, Ontario, CA 91764	
	IKEA US RETAIL LLC - 1087	1334	35 Colma Blvd, Unit 35, Colma, 94014	
	IKEA US RETAIL LLC - 1088	1335	1595 MN-36, Unit 905, Level 1 Plaza, Rosedale Center, Roseville,55113	
	IKEA US RETAIL LLC - 1095	1377	16451 N Scottsdale Rd, Suite F107, Scottsdale, 85254-8193	
	IKEA US RETAIL LLC - 1096	1378	12305 SW Horizon Blvd, Suite J011, Beaverton, 97007-9500	
	IKEA US RETAIL LLC - 1097	1379	1622 Kings Highway N., Cherry Hill, 08034-2302	
	IKEA US RETAIL LLC - 1098	1380	118 Shawan Rd., Suite N, Cockeysville, 21030-1318	
	IKEA US RETAIL LLC - 1099	1381	8030 Park Ln, Suite 200, Dallas, 75231-5931	
	IKEA US RETAIL LLC - 1100	1382	500 N Jackson Rd. Suite A-2 & B-1, Phar, 78577-2108	
	IKEA US RETAIL LLC - 1129	1383	9090 Destiny USA Dr., Syracuse, 13204	
	IKEA US RETAIL LLC - 1130	1384	4320 Chantilly Shopping Center, Chantilly, 20151	
	IKEA US RETAIL LLC - ASSET		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA US RETAIL LLC - CLAIMS		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA US RETAIL LLC - COMM		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA US RETAIL LLC - CONST		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA US RETAIL LLC - CSO		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA US RETAIL LLC - CUSTOMS		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA US RETAIL LLC - EXPAN		420 Alan Wood Road, Conshohocken, PA 19428	
IKEA US RETAIL LLC - FACIL		420 Alan Wood Road, Conshohocken, PA 19428		
IKEA US RETAIL LLC - FIN		420 Alan Wood Road, Conshohocken, PA 19428		
IKEA US RETAIL LLC - FOOD		420 Alan Wood Road, Conshohocken, PA 19428		
IKEA US RETAIL LLC - HDS		420 Alan Wood Road, Conshohocken, PA 19428		
IKEA US RETAIL LLC - MKT		420 Alan Wood Road, Conshohocken, PA 19428		
IKEA US RETAIL LLC - RE		420 Alan Wood Road, Conshohocken, PA 19428		
IKEA US RETAIL LLC - RISK		420 Alan Wood Road, Conshohocken, PA 19428		
IKEA US RETAIL LLC - TAX		420 Alan Wood Road, Conshohocken, PA 19428		
IKEA US RETAIL LLC - UHR		420 Alan Wood Road, Conshohocken, PA 19428		
IKEA DISTRIBUTION SERVICES INC (IKEA Customer Fulfillment Centers/Logistics/Warehouses)				
3220	IKEA DISTRIBUTION SERVICES INC - 014		420 Alan Wood Road, Conshohocken, PA 19428	ikea000002-us-3220-idf1@pdfinbound.com
	IKEA DISTRIBUTION SERVICES INC - 017	A008	4762 Borusan Road, Baytown, TX 77523	
	IKEA DISTRIBUTION SERVICES INC - 019	A009	650 Emerald Drive, Joliet, IL 60433	
	IKEA DISTRIBUTION SERVICES INC - 023	A013	4762 Borusan Road, Baytown, TX 77523	
	IKEA DISTRIBUTION SERVICES INC - 025	A014	650 Emerald Drive, Joliet, IL 60433	
	IKEA DISTRIBUTION SERVICES INC - 039		Napa Logistics Park, 1 Middleton Way, American Canyon, CA 94503	
	IKEA DISTRIBUTION SERVICES INC - 051	A015	5360 Allen K Breed Highway, Lakeland, FL 33811	
	IKEA DISTRIBUTION SERVICES INC - 052	A016	586 Gulf Ave, Staten Island, NY 10314	
	IKEA DISTRIBUTION SERVICES INC - 057	A017	3000 Am Drive, Quakertown, PA 18951	
	IKEA DISTRIBUTION SERVICES INC - 061	A002	100 IKEA Drive, Westampton, NJ 08060	
	IKEA DISTRIBUTION SERVICES INC - 345	A011	4104 Industrial Parkway, Lebec, CA 93243	
	IKEA DISTRIBUTION SERVICES INC - 460	A012	100 IKEA Way, Perryville, MD 21903	
	IKEA DISTRIBUTION SERVICES INC - 490	A006	202 Little Hearst Parkway, Port Wentworth, GA 31407	
	IKEA DISTRIBUTION SERVICES INC - 532	A007	4604 196th Street East, Spanaway, WA 98387	
	IKEA DISTRIBUTION SERVICES INC - 945	A019	4104 Industrial Parkway, Lebec, CA 93243	
	IKEA DISTRIBUTION SERVICES INC - 960	A020	100 IKEA Way, Perryville, MD 21903	
	IKEA DISTRIBUTION SERVICES INC - CUSTOMS		420 Alan Wood Road, Conshohocken, PA 19428	
IKEA NORTH AMERICAN SERVICES LLC (IKEA US Service Office/US Headquarters)				
	IKEA North America Services LLC - IT	A021	420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - COMM	O108	420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - COMMIN		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - CSO		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - CUSTOMS		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - EDI		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - FIN		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - FOOD		420 Alan Wood Road, Conshohocken, PA 19428	

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3250	IKEA North America Services LLC - LGL		420 Alan Wood Road, Conshohocken, PA 19428	ikea000002-us-3250-idf1@pdfinbound.com
	IKEA North America Services LLC - LOGS		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - MKT		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - P&C		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - OS014		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - RECRUIT		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - RISK		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - SLS		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - SO IT		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - SOHR		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - TAX		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA North America Services LLC - UHR		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA Promotions LLC		420 Alan Wood Road, Conshohocken, PA 19428	
INGKA CENTRES LOCATIONS				
7623	INGKA Centres San Francisco LLC	O130	945 Market Street, San Francisco, CA 94103	ikea000002-us-7623-idf1@pdfinbound.com
INGKA INVESTMENTS US INC (includes Energy/Forestry/Solar Companies)				
4015	Oakman Solar, LLC	O123	420 Alan Wood Road, Conshohocken, PA 19428	ikea000002-us-4015-idf1@pdfinbound.com
	Oakman Goodsprings, LLC 161A	O124	420 Alan Wood Road, Conshohocken, PA 19428	
	Oakman Goodsprings, LLC 161B	O125	420 Alan Wood Road, Conshohocken, PA 19428	
	Oakman Tap LLC 161A	O121	420 Alan Wood Road, Conshohocken, PA 19428	
	Oakman Tap LLC 161B	O122	420 Alan Wood Road, Conshohocken, PA 19428	
	Chilatchee 44 LLC	O113	420 Alan Wood Road, Conshohocken, PA 19428	
	Chilatchee 115A LLC	O114	420 Alan Wood Road, Conshohocken, PA 19428	
	Chilatchee 115B LLC	O116	420 Alan Wood Road, Conshohocken, PA 19428	
	Kingstree West 115 LLC	O115	420 Alan Wood Road, Conshohocken, PA 19428	
	Kingstree West 69 LLC	O126	420 Alan Wood Road, Conshohocken, PA 19428	
	Kingstree East 230 LLC	O127	420 Alan Wood Road, Conshohocken, PA 19428	
	Ingka Investments Management LLC	O110	420 Alan Wood Road, Conshohocken, PA 19428	
	Ingka Investments US Inc	O111	420 Alan Wood Road, Conshohocken, PA 19428	
	Ingka Investments Forest Assets LLC		420 Alan Wood Road, Conshohocken, PA 19428	
	Ingka Investments Real Estate LLC (4328)	O143	420 Alan Wood Road, Conshohocken, PA 19428	
	II FAD Member Owner LLC (4329)	O144	420 Alan Wood Road, Conshohocken, PA 19428	
	IRI Sage Member LLC	O117	420 Alan Wood Road, Conshohocken, PA 19428	
	IRI Misae Member LLC	O118	420 Alan Wood Road, Conshohocken, PA 19428	
ALL OTHER IKEA US COMPANIES (includes Windfarms/Battery Storage/Property and other entities)				
3201	INGKA Energy US, LLC	O101	420 Alan Wood Road, Conshohocken, PA 19428	ikea000002-us-3201-idf1@pdfinbound.com
	Hoopeston Wind, LLC	O102	36882 N 770E Road, Rossville, IL 60963	
	Cameron Wind I, LLC	O104	25005 FM 1847C, Rio Hondo, TX 78583	
	IKEA Property Inc (3230)	O105	420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA Development Urban Renewal, LP - 046	O106	420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA Center Urban Renewal, LP (3245)	O107	420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA Retail Management LP	O119	420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA Elizabeth LLC (3242)	O120	420 Alan Wood Road, Conshohocken, PA 19428	
	INGKA Digital US LLC (3247)	O128	420 Alan Wood Road, Conshohocken, PA 19428	
	INGKA Procurement LLC (3252)	O129	420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA Holdings US Inc (3201)	O131	420 Alan Wood Road, Conshohocken, PA 19428	
	II Battery Storage US, LLC		420 Alan Wood Road, Conshohocken, PA 19428	
	IKEA Home Services LLC (4024)		420 Alan Wood Road, Conshohocken, PA 19428	
	Geomagical Labs Inc. (3284)		420 Alan Wood Road, Conshohocken, PA 19428	
	M4N Blocker Corp. (4042)		420 Alan Wood Road, Conshohocken, PA 19428	
	M4N Group Holdings Inc. (4043)		420 Alan Wood Road, Conshohocken, PA 19428	
	Made4Net LLC (4044)		420 Alan Wood Road, Conshohocken, PA 19428	
	Pallet Intermediate Inc. (4049)		420 Alan Wood Road, Conshohocken, PA 19428	
	TaskRabbit Inc (3292)		420 Alan Wood Road, Conshohocken, PA 19428	
	Teamo US, LLC (3292)		420 Alan Wood Road, Conshohocken, PA 19428	
	Zethcon Corporation (4050)		420 Alan Wood Road, Conshohocken, PA 19428	