

Dear valued Supplier,

As part of Umicore's ongoing policy to continuously improve efficiency and service quality to customers and suppliers alike, we would like to inform you on our overall electronic strategy to move away from paper-based financial transactions.

WHERE AND HOW TO SUBMIT YOUR INVOICE:

A. Transact over the Ariba Network - preferred option -

It is recommended to create invoices by using the Purchase order flip on the Ariba network, overall resulting in faster invoicing processing and reduced errors.

More information (including instructions video's) can be found on www.umicore.com/en/supplier-zone/sap-ariba-umicore. Alternatively, you may reach out to ariba.supplier.support@umicore.com

B. Submit PDF invoices by e-mail

PDF copy of your invoice should be submitted to:

- bruz.invoices@eu.umicore.com for goods/services delivered at Brussels
- hbnz.invoices@eu.umicore.com for goods/services delivered at Hoboken
- olnz.invoices@eu.umicore.com for goods/services delivered at Olen

Note, above email addresses are only for invoice submission and are not manually monitored. Only invoices and attachments in accordance with below guidelines are transferred to our invoice processing system.

- Only 1 invoice (= 1 PDF) per email is allowed. Additional documents related to the invoice can be attached in the same email if relevant. If additional documents are attached, the file name of the invoice-PDF needs to be mentioned in the email subject text
- Invoice must be in PDF format and computer generated. Scanned images of hardcopy invoices cannot be accepted for tax compliance purposes
- Special characters are not supported in the file name

INVOICING REQUIREMENTS: See sample invoice on the next page

When invoicing Umicore for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

1. Umicore Invoice address which can be found on the Purchase Order
2. Supplier contact info (company name, address, email, phone number and Umicore vendor number as indicated on your Umicore Purchase Order)
3. Supplier and Umicore VAT number (**BE0401574852**), irrespective of VAT charged on invoice
 - Invoices which are subject to domestic VAT are preferably issued in local currency
 - VAT % and amount as separate line items
4. Supplier invoice or reference number (related invoice number in case of credit note)
5. Supplier bank details (including IBAN and SWIFT)
6. The date of your invoice, which should never be before the date of the purchase order nor before the delivery of goods and services, unless otherwise agreed
7. Invoice currency in iso-code (i.e. EUR, GBP, USD, PLN, DKK...) matching the issued PO
8. Umicore PO number and relevant line item
 - Line item descriptions on the invoice must match the PO (item/PO line/description/Unit Of Measure and payment term)
 - Different PO numbers on the same invoice are not allowed
9. Umicore contact name, email address and cost center if no PO is issued

If you do not know your Umicore PO number, please connect with your Umicore contact person prior to submitting your invoice.

If any required information is missing from your invoice, your invoice may be returned to you. If this occurs, you will need to correct the invoice and resubmit for processing.

WHERE TO GO FOR HELP:

For inquiries about invoice requirements and payment status contact ap.helpdesk.be@eu.umicore.com

For more invoicing requirements & guidelines, please visit the Supplier Zone on our global homepage:

www.umicore.com/en/supplier-zone

This is a sample invoice.
Depending on the nature of the expense and country invoiced, additional details may be required

INVOICE TO

1	Company name	Umicore NV		6	Invoice Date:	4/07/2023
3	VAT number	BE0401574852			Due Date:	4/09/2023
	Email	bruz.invoices@eu.umicore.com <u>OR</u> hbnz.invoices@eu.umicore.com <u>OR</u> olnz.invoices@eu.umicore.com				
	Address	Adolf Greinerstraat 14 2660 Hoboken Belgium				
9	Contact	firstname.lastname@eu.umicore.com				

4	Number	Invoice # 36
7	Currency	EUR

	DESCRIPTION	QTY	UNIT PRICE	SUBTOTAL	TAX
8	PO 33xxxxxxxx (10 digits) - LINE 10 IT Hardware - HDMI cables & connectors	10 EA	75,00 €	750,00 €	21% > 157.50 €
9	Delivery cost Cost center HBNxxxxxx (6digits)	1	25,00 €	25,00 €	6% > 1.50 EUR
				SUBTOTAL	775,00 €
				TAX 6%	1,50 €
				TAX 21%	157,50 €
				Total	934,00 €

2	Your company name	..	5	Your payment details	..
	Your VAT number	..		IBAN	..
	Your email	..		SWIFT	..
	Address	..			
		..			