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. Consequently, submitting your invoices via paper is no longer preferred but you are strongly encouraged to submit invoices by email without delay to ensure timely and accurate payments.

WHERE AND HOW TO SUBMIT YOUR INVOICE:

PDF copy of your invoice should be submitted to **UmicoreUS06.invoices@eu.umicore.com.** Note, this email address is only for invoice submission and is 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 VAT number and Umicore VAT number (Delaware 62-1551944), irrespective of VAT charged on invoice
    - Invoices which are subject to domestic VAT should be 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.na@umicore.com**

For more invoicing requirements & guidelines, please visit the Supplier Zone on our global homepage:
www.umicore.com/en/supplier-zone

umicore

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 USA Inc.
3	VAT number	Delaware 62-1551944
	Email	UmicoreUS06.invoices@eu.umicore.com
	Address	1209 Orange Street
		DE 19801 Wilmington
		Delaware United States of America
9	Contact	firstname.lastname@am.umicore.com

6	Invoice Date:	7/4/2024
	Due Date:	9/4/2024

4	Number	Invoice # 36
7	Currency	USD

	DESCRIPTION	QTY	UNIT PRICE	SUBTOTAL	TAX
8	PO 33xxxxxxxx (10 digits) - LINE 10 IT Hardware - HDMI cables & connectors	10 EA	$75.00	$750.00	24% > $180

SUBTOTAL		$750.00
TAX 24%		$180.00
Total		$930.00

2	Your company name	...
	Your VAT number	...
	Your email	...
	Address	...
		...

5	Your payment details	...
	IBAN	...
	SWIFT	...