

IMPORTANT Invoice instructions for timely payment of your invoices

Dear valued Supplier,

As part of Blue United its 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 B30Z.invoices@eu.unicore.com. Note, this email address is 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 Blue United for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

1. Blue United Invoice address which can be found on the Purchase Order
2. Supplier contact info (company name, address, email, phone number and Blue United vendor number as indicated on your Blue United Purchase Order)
3. Supplier VAT number and Blue United VAT number (**BE0794.652.011**), 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. Blue United 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. Blue United contact name, email address and cost center if no PO is issued

If you do not know your Blue United PO number, please connect with your Blue United 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.unicore.com


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

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This is a sample invoice.

Depending on the nature of the expense and country invoiced, additional details may be required.

Invoice no. 190010 4



From 2

Name 3 ABC NV - VAT: BE0123.456.789

Email ABC@business.com

Address
Hoofdstraat 107
Antwerpen
2000

To 1

Name Blue United: VAT BE0794652011

Email b30Z.invoices@eu.umicore.com

Address
Bolwerklaan 21
Brussels
1210

Email Business 9 firstname.lastname@umicore.com

Number INV190010 7 **Currency** EUR

Date 6 Oct 15, 2019

Terms 60 Days

Due Dec 14, 2019

Description	Rate	Qty	Amount	Tax
8 PO 3300000000 - LINE 10 IT Hardware - HDMI cables & connectors	75.00	10	€750.00	
9 Cost center HBN123456 Delivery cost	25.00	1	€25.00	

Subtotal	€775.00
Discount (2%)	(€15.50)
Tax (21%)	€159.50 3
Total	€919.00
Balance Due	€919.00

Notes

Payment instructions: 5
IBAN: BE01 2233 4455 6677
SWIFT/BIC: GEBA BE BB

Terms and conditions are available on the backside