

**IMPORTANT Invoice instructions for timely payment of your invoices
WITH PURCHASE ORDER (PO number)**



Dear Supplier,

With this letter, we would like to inform you of an important change in the processing of your invoices with immediate effect.

By digitally processing all your incoming invoices, we will significantly improve our invoice handling process.

This digital process requires a minimum quality standard of the invoices you submit. We want you to electronically mail your invoices in PDF format. Submitting your invoices via paper is NOT preferred. Your invoice (PDF) needs to be sent *without delay* to one of the dedicated Umicore e-mailboxes (see below). The date of your invoice should never be before the date of the purchase order nor before the delivery of goods and services, unless otherwise agreed.

To ensure your legally compliant invoice is processed properly and timely, please ALWAYS include the information below on the invoice:

1. Accurately mention the corresponding Umicore purchase order (PO) number on your invoice
2. 1 Invoice = 1 PO number. Multiple PO numbers on one invoice are not allowed
3. The details of the invoice are the same as on the corresponding PO (line item per line item with price, order unit, payment term)
4. The invoice address is the same as the one mentioned on the PO
5. Currency in iso-code (i.e. EUR, GBP, USD,...)
6. Net-, tax- and gross amount
7. Your VAT number and VAT number of Umicore
8. Your bank account details

Please always comply with our electronic mail quality requirements for PDF-invoices:

- Only 1 invoice (=1 PDF) per e-mail is allowed. Additional documents related to the invoice can be attached in the same e-mail if relevant. If additional documents are attached, the filename of the invoice-PDF needs to be mentioned in the e-mail subject text
- We only accept and process documents of the 'Portable Document Format' (.pdf extension)
- No special characters are allowed in the file name
- For better readability please use a white background for the invoice
- The invoice does not contain handwritten remarks
- Scanned documents are not recommended. Better is to generate the invoice-PDF directly from your billing system, or to use the options 'print via PDF printer' or 'save as PDF file'
- Only invoices or credit notes sent to our dedicated e-mailboxes per site below will be processed: (please select only one e-mailbox; no mail receipt confirmation will be returned)

Bagnolet (FR)	bagz.invoices@umicore.com	Florange (FR)	flgz.invoices@umicore.com
Hanau TM (Saxonia) (DE)	dtmz.invoices@umicore.com	Nowa Ruda (PL)	nrpz.invoices@umicore.com
Frederiksund (DK)	fdsz.invoices@umicore.com		

- Your invoice follow-up correspondence should be sent to:

Bagnolet, Florange	assc@umicore.com
Hanau TM (Saxonia)	kreditoren-dca@umicore.com
Frederiksund	denmark.invoices@umicore.com
Nowa Ruda	poland.invoices@umicore.com

Compliance to the above invoice submission instructions will facilitate a timely payment of your invoice. In case you have further questions regarding this communication, please send these to invoicing@umicore.com.

We look forward to a fruitful collaboration. Yours sincerely,

Geert Bens
VP Purchasing & Transportation

Erik Brijs
VP Accounting & Control

Please review this document and forward it to the appropriate individual from your organization if it has mistakenly reached you.