Dear valued Supplier,

**Important Notice – E-Invoicing Transition for Belgian Suppliers**

Effective **1 January 2026**, Umicore Battery Materials NV will only accept invoices from Belgian domestic suppliers via the **Peppol network** or the **SAP Business Network (Ariba)**.

Please take note of the following guidelines:

- Invoices may be sent via Peppol starting **1 December 2025. From 1 January 2026**, submission via Peppol or SAP Business Network Ariba becomes **mandatory.**
- Do not send PDF invoices to our invoicing email addresses once you begin submitting via Peppol or Ariba.
- Always **include the PDF invoice within the XML file** to ensure timely processing and payment.
- Always **include the usual email address in the XML file** to support timely processing and payment.
- **Invoicing requirements** remain the same as for the pdf sent invoices
- This change applies **only to Belgian domestic suppliers**. Cross-border suppliers are not impacted and should continue using existing invoicing channels.
- Umicore is registered on Peppol. Please ensure your systems are updated accordingly. *(**see below table**)*

If you have any questions, please contact us at: **ap.helpdesk.be@eu.umicore.com**

| BE31 | Umicore Battery Materials NV | BE0801174864 | 0208:0801174864 |

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 - <u>preferred option</u> -**
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:

- **B31Z.Invoices@eu.umicore.com**

Note, above email addresses are <u>only</u> 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 <u>1 invoice (= 1 PDF) per email</u> 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 Battery Materials NV VAT number **(BE0801174864)**, 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.

# IMPORTANT Invoice instructions for timely payment of your invoices

umicore

**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 Battery Materials NV |
| **3** | VAT number | BE0801174864 |
| | Email | |
| | Address | official address |
| **9** | Contact | firstname.lastname@eu.umicore.com |

| | | |
|---|---|---|
| **6** | Invoice Date: | 4/07/2023 |
| | Due Date: | 4/09/2023 |

| | | |
|---|---|---|
| **4** | Number | Invoice # 36 |
| **7** | Currency | EUR |

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

| | | |
|---|---|---|
| | SUBTOTAL | 775,00 € |
| **3** | TAX 6% | 1,50 € |
| | TAX 21% | 157,50 € |
| | Total | 934,00 € |

| | | |
|---|---|---|
| **2** | Your company name | ... |
| | Your VAT number | ... |
| | Your email | ... |
| | Address | ... |
| | | ... |

| | | |
|---|---|---|
| **5** | Your payment details | ... |
| | IBAN | ... |
| | SWIFT | ... |