Dear valued Supplier,

important Update – Electronic Invoicing Requirements in France – Go Life 1 September 2026

As part of the French government's e-invoicing reform, businesses established in France will progressively be required to exchange invoices electronically via the authorized French e-invoicing ecosystem.

To ensure compliance with the new legislation and facilitate a smooth transition, Umicore is preparing for the implementation of electronic invoicing for its French legal entities.

What does this mean for you?

If you issue invoices to Umicore entities established in France, you will be required to submit your invoices electronically using the French e-invoicing framework through:

- The Public Invoicing Portal (PPF), or
- An accredited Partner Dematerialization Platform (PDP)

depending on your invoicing setup and the final regulatory requirements applicable to your company.

Please take note of the following guidelines:

• Electronic invoices must be submitted through the French e-invoicing network via a certified PDP (Plateforme de Dématérialisation Partenaire). Umicore's PDP provider is EDICOM.

• Once you start submitting invoices through your PDP, please **stop sending the same invoices to our invoicing email address.**

• **Contact e-mail address:** Please include the usual invoicing e-mail address in the electronic invoice data to facilitate timely processing and payment.

• Invoices must comply with **the French e-invoicing requirements** and contain all mandatory information required by French legislation.

• **Purchase Order (PO):** Enter the correct PO number in the designated purchase order reference field. The PO number must consist of exactly 10 numeric characters and must correspond to the legal entity to which the invoice is addressed.

• **Supporting documents** (timesheets, delivery notes, acceptance certificates, etc.) should be attached to the electronic invoice where applicable and in accordance with the capabilities of your PDP solution.

• **Invoicing requirements** remain the same as for the pdf sent invoices.

• This change applies to **French domestic B2B transactions**. Cross-border transactions and transactions not falling under the French mandatory e-invoicing scope should continue to follow the existing invoicing process until further notice.

• Umicore is registered with the French e-invoicing ecosystem through the certified PDP EDICOM. Please ensure your systems are updated accordingly using the legal entity information provided in the **table below**

legal Entity	SIREN	SIRET	VAT Number	PDP Provider
Umicore IR Glass S.A.S. (FR03)	404366650	40436665000038	FR17404366650	EDICOM

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 aciz.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, 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.fr@eu.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 no. 190010 (4)

ABC COMPANY

From	(2)	To	(1)
Name (3)	ABC NV - VAT: BE0123.456.789	Name	Umicore NV - VAT BE 0401.574.852
Email	ABC@business.com	Email	hbnz.invoices@eu.umicore.com
Address	Hoofdstraat 107	Address	Adolf Greinerstraat 14
	Antwerpen		Hoboken
	2000		2660
		Email Business	firstname.lastname@umicore.com (9)

Number	INV190010	Currency	EUR (7)
Date	Oct 15, 2019 (6)		
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
Total	€919.00
Balance Due	**€919.00**

(3)

Notes

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

Terms and conditions are available on the backside