Umicore Services Poland sp. z o.o.
ul. Swidnicka 40, 50-024 Wroclaw

Dear valued Supplier,

Important Notice – E-Invoicing Transition for Polish Suppliers

Effective **1 February 2026**, Umicore Services Poland sp. z o.owill only accept invoices from Polish domestic suppliers via the **Ksef network.**

Please take note of the following guidelines:

- Invoices may be sent via the **Ksef network** starting **1 February 2026.** Submission via the **Ksef network** becomes **mandatory.**
- Do not send PDF invoices to our invoicing email addresses once you begin submitting via Ksef.
- 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 Polish domestic suppliers**. Cross-border suppliers with **no fixed establishment in Poland** are not impacted and should continue using existing invoicing channels.
- Umicore Services Poland sp. z o.o is registered on Ksef network. Please ensure your systems are updated accordingly.

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

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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 **wroz.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 (**PL8992958198**), 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

NOTE: For invoices issued by the Seller with indication of their Polish VAT number on which domestic VAT is due, the payment will be done by the buyer by default under application of the Polish split payment mechanism, regulated by Polish tax regulations, even if in a given situation application of such mechanism is not mandatory.

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
10. For product related purchase please add the following data on the invoice: **CN codes, item weight, gross weight, country of origin**
11. **Delivery Date**
12. For service related invoices: **description of service** provided is mandatory on the invoice, service date

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

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WHERE TO GO FOR HELP:
For inquiries about invoice requirements and payment status contact ap.helpdesk.pl@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 Services Poland sp. z o.o.
3	VAT number	PL8992958198
	Email	wroz.invoices@eu.umicore.com
	Address	ul. Swidnicka 40 50-024 Wroclaw Poland
9	Contact	firstname.lastname@umicore.com

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

4	Number	Invoice # 36
7	Currency	PLN
11	Delivery Date	

	DESCRIPTION	QTY	UNIT PRICE	SUBTOTAL	TAX
8	PO 33xxxxxxxx (10 digits) - LINE 10 IT Hardware - HDMI cables & connectors	10 EA	75.00 zł	750.00 zł	23% > 172.50 zł

10 Product related information: CN codes, item weight, gross weight, country of origin
12 Service related information: Description of service provided

SUBTOTAL	750.00 zł
TAX 23%	172.50 zł
Total	922.50 zł

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

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