IMPORTANT Invoice instructions for timely payment of your invoices

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 as per below instructions to ensure timely and accurate payments

WHERE AND HOW TO SUBMIT YOUR INVOICE:

A. Submit invoices via EDI - preferred option -

If you are already transacting with us through **EDI-number 003725331869** (BAWCFI22) no major changes are required   except that **quoting the correct Purchase Order (PO) reference** is utmost important to ensure your invoice is processed in the correct SAP environment.

B. Submit PDF invoices by e-mail

PDF copy of your invoice should be submitted to:
- **kok.rbminvoices@eu.umicore.com** if the mandatory quoted PO range is starting with 11* or 12*
- **kokz.invoices@eu.umicore.com** for all remaining PO ranges and invoices without PO

Note, these 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 **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:

umicore

For inquiries about invoice requirements and payment status please contact **ap.helpdesk.fi@eu.umicore.com** if related to invoices sent to **kokz.invoices@eu.umicore.com**. Otherwise, please contact **rbm.helpdesk.fi@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 no. 190010 ④

ABC COMPANY

From

Name ③ ②	ABC NV - VAT: BE0123.456.789
Email	ABC@business.com
Address	Hoofdstraat 107
	Antwerpen
	2000

To ①

Name	Umicore NV - VAT BE 0401.574.852
Email	hbnz.invoices@eu.umicore.com
Address	Adolf Greinerstraat 14
	Hoboken
	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	75.00	10	€750.00	
IT Hardware - HDMI cables & connectors				
⑨ Cost center HBN123456	25.00	1	€25.00	
Delivery cost				

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

Notes

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

Terms and conditions are available on the backside