

# Guidelines for optimal processing of your invoices

Dear supplier,

You have business relationships with at least one of John Cockerill's companies (see list below) which has switched to digital invoicing. You will find on this sheet several guidelines to ensure an optimal and fast processing of your invoices, as well as an example of a compliant invoice.



## Where and how to send my digital invoice?

- by **e-mail** and in **PDF** format (Portable document format) to the address [accounting.invoices.belgium@johncockerill.com](mailto:accounting.invoices.belgium@johncockerill.com).
- We only accept documents in **PDF format** (.pdf extension).
- Only invoices or credit notes sent to our **dedicated e-mail address** will be processed.

## What are the compliance criteria to be respected?

- Only one invoice (= 1 PDF) per e-mail is allowed.** Additional documents related to the invoice can be attached to the e-mail if necessary (Word, JPG, Msg, Excel)
- Special characters** in the name of the PDF file are **not allowed**.
- The invoice may not contain handwritten remarks
- For better readability, it is better to use a **white background** for the PDF invoice
- Using scanned documents is not recommended. Please **generate your invoice directly from your billing system** or use the options «PDF printer» or «Save as PDF».

## Information not to forget on your invoice?

1. Invoicing **date**
2. Invoice **reference**
3. **Corporate name** and **contact details**
4. **The John Cockerill purchase order (PO) 10-digit number**  
**1 invoice = 1 PO number.** Multiple PO numbers on one invoice are not allowed
5. **Billing address same** as indicated on PO
6. **Invoice details about provided services and quantities**, in line with PO: item by item with price, order unit, payment terms and conditions, incoterms, intrastat data)
7. **Currency unit** in the form of an iso code (EUR, GBP, USD,...)
8. **Net, tax and gross amount**
9. Your **VAT number** as well as the one of John Cockerill entity, as well as applicable VAT rate and any other VAT-related mandatory information
10. Your **bank details**

## Any question?

[accounting.suppliers.belgium@johncockerill.com](mailto:accounting.suppliers.belgium@johncockerill.com)  
(attention, this address is different from the billing address above)  
Thank you for your cooperation.

## List of impacted companies

CMI SA
CMI MAINTENANCE HAINAUT SA
GIMCO EMBOURG SA
CMI TRACTION SA
GIMCO
GIMCO WILLEBROEK
JOHN COCKERILL DEFENSE SA
FONDATION JOHN COCKERILL ASBL
TRANSURB SA

2 **INVOICE** NO. < REFERENCE >



< Your Company Name >  
 < 123 Street Address >  
 3 < City, State, Zip/Post Code >  
 < Phone Number, Email >  
 9 < Your VAT >

1 **DATE:** DD.MM.YYYY  
 7 **CURRENCY** EUR  
 4 **ORDER** XXXXXXXXXXXX

< Incoterms >  
 < Payment terms (due on receipt, due in X days) > 6

**BILL TO**

5 < Contact Name, Email >  
 < Client Company Name >  
 < Address >  
 9 < Client VAT >

**SHIP TO**

< Name / Dept >  
 < Client Company Name >  
 < Address >  
 < Phone >

ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL
10	14.09 DRUM SLIDE PLATES UNIT 1&2	10 EA	75,00 EUR	750,00 EUR
20	39.01 INLET DUCT EXP JOINT	2 EA	15,00 EUR	30,00 EUR
30	80.01 DUCT BURNERS	1 EA	2 695,00 EUR	2 695,00 EUR
<b>SUBTOTAL</b>				3 475,00 EUR
<b>TAX RATE</b>				21,00 %
<b>TOTAL TAX</b>				729,75 EUR
<b>Invoiced Amount</b>				<b>4 204,75 EUR</b>

**PAYMENT INSTRUCTIONS**

<SWIFT CODE>

<BANK NAME>

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