

Instructions for optimal processing of your invoices

Dear supplier,

You are a supplier in Belgium and have business relations with at least one of the John Cockerill companies (see list below) that has switched to electronic invoicing. This document contains a number of instructions to ensure that your invoices are processed quickly and efficiently, as well as an example of an invoice that meets the various criteria. If you are a supplier outside Belgium, invoice digitization is still relevant. Please refer to the instructions below.



Where and how to send my e-invoicing?

- Invoice **Belgium - Belgium** via PEPPOL, any other method of sending this category of invoices or credit notes will not be processed.
Via PEPPOL the XML format will be mandatory
- Invoices **outside Belgium** by email and in PDF format to the following address accounting.invoices.belgium@johncockerill.com, only dedicated address that can be used for processing the invoice.

What are the **compliance criteria** to be met for invoices outside Belgium?

- Invoices: Only one invoice (= 1 PDF) per email is allowed.
- Additional documents related to the invoice may be attached to the email if necessary (Word, JPG, Msg, Excel).
- Special characters are not allowed in the PDF file name.
- The invoice must not contain any handwritten notes • For better readability, it is preferable 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 “PDF printer” or “Save as PDF” options.

List of affected companies

John Cockerill SA-----	BE0422.362.477
John Cockerill Hainaut SA-----	BE0448.622.822
John Cockerill Traction SA-----	BE0462.442.946
Fondation John Cockerill-----	BE0669.916.543
John Cockerill Defense SA-----	BE0563.837.739
Transurb SA-----	BE0413.393.907
John Cockerill Renewables SA-----	BE0765.417.991
John Cockerill Hydrogen SA-----	BE0772.789.892
John Cockerill Metals International SA-----	BE1028.543.953
John Cockerill Groupe Siege SA-----	BE0891.749.902
John Cockerill Defense Siege SA-----	BE0771.840.084
John Cockerill Hamon SA-----	BE0787.803.415
John Cockerill Ingénierie & services Afrique SA-----	BE1011.239.450
Pegasus SRL-----	BE0754.569.136

Information **to remind** on your invoice?

1. Invoice date
2. Invoice reference
3. Your company name and contact details
4. John Cockerill purchase order (PO) number (10 digits) 1 invoice = 1 PO number.
Multiple PO numbers on one invoice are not permitted.
5. Billing address identical to that on the purchase order
6. Name of services provided and quantity, with the same details as in the purchase order: reference of the item purchased, description of the item with price, order unit, payment terms, Incoterms, Intrastat data)
7. Currency unit in the form of an ISO code (EUR, GBP, USD, etc.)
8. Net amount, tax, and gross amount
9. Your VAT number, that of the John Cockerill entity, as well as the applicable VAT rate and any other information required by the VAT code.
10. Your bank details



Question?

accounting.suppliers.belgium@johncockerill.com

Thank you for your attention.

