

VANDEMOORTELE TRANSPORT SOLUTIONS REQUIREMENT FOR SUPPLIER INVOICING

The Vandemoortele Requirements for Supplier Invoicing will ensure the fully automated processing of your invoice. To ensure the efficient handling and payment of your invoices it is essential that your invoice or credit note is correct and complies with all mandatory legal and Vandemoortele Transport Solutions Invoicing requirements.

Vandemoortele will return the Service Provider's invoice if it is inaccurate or not compliant with the Vandemoortele Invoicing Requirements. Each invoice must include a valid Service Provider e-mail address which Vandemoortele will use to return the non-compliant invoices. The Service Provider is obliged to cancel the non-compliant invoice and to issue a new invoice with the correct information.

1. Suppliers must send one copy of each invoice in PDF format to the invoices email address: transportinvoices@vandemoortele.com . If, for any particular and exceptional reason, paper invoices are sent, this will result in a delay of the invoice processing and hence payment.
2. For all transport related invoices, **it is mandatory to send a POD (CMR)** in .PDF format to transportdocs@vandemoortele.com . The due date for payment of your invoice will only start after receiving all documentation.
3. The **file name** for the POD (CMR) in **.PDF format** should contain the Vandemoortele Delivery Number or the unique load reference of the order (e.g. 0381234567.pdf)
4. Each invoice must contain the **Vandemoortele Transport Solutions Settlement Proposal number**. This should be clearly visible on the first page of the invoice.
5. The amount on the invoice must match the amount of the **Settlement Proposal**.
6. Each invoice must contain following information: Vandemoortele Transport Solutions, VAT number and address. All this information is included in your Settlement Proposal or Vandemoortele Transport Solutions Purchase Order, and listed below.
7. Each invoice must include all invoicing details of the supplier such as company name, address, VAT, bank name, IBAN and BIC.
8. Each invoice must include a valid supplier e-mail address which Vandemoortele Transport Solutions will use to return the non-compliant invoices.
9. Please note that according the Council Directive 2010/45/EU of 13 July 2010 amending Directive 2006/112/EC on the common system of value added tax as regards to the rules of invoicing, invoices for the delivery of goods and completion of services must be issued at the latest the 15th day of the month following the month of delivery of goods or completion of the service. In this respect Vandemoortele Transport Solutions reserves the right not to accept and pay any invoices which are not issued within six months after the date of delivery of goods or performance of services.

10. These Supplier Invoicing Requirements form an integral part of the Vandemoortele Transport Solutions General Purchase conditions for the delivery of goods, services and works. Consultable on www.vandemoorteletransportsolutions.com.

For issues/questions, please contact the administration department.