

Vandemoortele Group Requirements for Supplier Invoicing

The Vandemoortele Group (VDM) 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 VDM Invoicing requirements.

The Vandemoortele Invoicing Requirements are applicable for all companies of the Vandemoortele Group as mentioned in the list below.

It is the responsibility of each supplier to submit a correct and fully compliant invoice.

Vandemoortele will return the supplier invoice if it is inaccurate or not compliant with the Vandemoortele Invoicing Requirements. The supplier is obliged to cancel the non-compliant invoice and to issue a new invoice with the correct information.

VDM Invoicing requirements:

1. Suppliers must send one copy of each invoice in PDF format to the (invoices) email address of the appropriate legal entity mentioned on the PO (purchase order) and listed below.

If, for any particular and exceptional reason, paper invoices are sent, this will result in a delay of the invoice processing and hence payment being sent to the supplier's account.

2. Each invoice must contain the VDM Purchase Order number 45xxxxxxx. This should be clearly visible on the first page of the invoice.

3. Each invoice must be issued to the correct VDM legal entity (buyer) and contain following information: correct legal entity name, VAT number and address. All this information is included in the header of your Vandemoortele Purchase Order, and listed below.

4. Each invoice must include a valid email address of your Vandemoortele contact person. This should be clearly visible on the first page of the invoice.

5. Each invoice must be issued by the legal entity that is indicated as the supplier in the contract and /or purchase order. Each invoice must include all invoicing details of the supplier such as company name, address, VAT, bank name, IBAN and BIC .

6. Each invoice must include a valid supplier e-mail address which Vandemoortele Accounting will use to return the non-compliant invoices.

7. Each invoice must contain as much as possible the same details as on the VDM Purchase Order such as our material number, description, quantity, contract number, delivery date.

8. 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 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

Please note that Vandemoortele requests that continuous deliveries are invoiced on a quarterly basis.

9. In some specific countries or for some specific transactions, additional documentation might be required prior to paying the invoiced amounts. If this is the case for your business, we will expect to receive those documents promptly.

10. These Supplier Invoicing Requirements form an integral part of the Vandemoortele General Purchase conditions for the delivery of ingredients and packaging; and the Vandemoortele General Purchase conditions for the delivery of goods, services and works.

(consultable on <http://www.vandemoortele.com/en/terms>)

For issues/questions regarding the VDM purchase orders, please contact your regular Buyer contact within the Vandemoortele Group.

For any other questions, please contact your local Vandemoortele Accounting Department via e-mail (see list below)

Legal entity name and address	VAT number	PDF invoices to be sent to	For questions contact accounting
Belgium			
Vamix NV Moutstraat 64 BE - 9000 Gent	BE 0418123646 FR 76442311841 DE 813239113 NL 817374930B01 ATU 56931529 PL 5832552190 IT 00173619990 GB551410187 CZ64937691 SK4120085112	vamix.invoices@vandemoortele.com	apbenelux@vandemoortele.com
Vandemoortele Lipids NV Moutstraat 64 BE - 9000 Gent	BE 0414062415 FR 15326119724 DE 166891736 NL 800942085B01 ES N0021414H GB 678608484	lipids.invoices@vandemoortele.com	apbenelux@vandemoortele.com
Vandemoortele Coordination Center NV Moutstraat 64 BE - 9000 Gent	BE 0424986494	vdmcc.invoices@vandemoortele.com	apbenelux@vandemoortele.com
Vandemoortele Eeklo NV Nieuwendorpe 16 BE - 9900 Eeklo	BE 0827663584	eeklo.invoices@vandemoortele.com	apbenelux@vandemoortele.com
Vandemoortele Izegem NV Prins Albertlaan 12 BE - 8870 Izegem	BE 0827803443	izegem.invoices@vandemoortele.com	apbenelux@vandemoortele.com
Vandemoortele NV Moutstraat 64 BE - 9000 Gent	BE 0429977343 NL 814567988B01 DE 301809649 ES N0171686I FR 30814122461 PL5263161128	vdmnv.invoices@vandemoortele.com	apbenelux@vandemoortele.com
Vandemoortele Ghislenghien SA Avenue des Artisans 47 BE – 7822 Ghislenghien	BE 0431285754	ghislenghien.invoices@vandemoortele.com	apbenelux@vandemoortele.com

Legal entity name and address	VAT number	PDF invoices to be sent to	For questions contact accounting
Belgium			
Vandemoortele Seneffe SA Zone Industriel Zone C BE - 7180 Seneffe	BE 0476083027	seneffe.invoices@vandemoortele.com	apbenelux@vandemoortele.com
The Netherlands			
Vandemoortele Brunssum BV Molenvaart 12 NL - 6442 PL Brunssum	NL 001732729B01	brunssum.invoices@vandemoortele.com	apbenelux@vandemoortele.com
Vandemoortele Nederland BV Handelsweg 1 NL - 3899 AA Zeewolde	NL 809039254B01	nederland.invoices@vandemoortele.com	apbenelux@vandemoortele.com
France			
Vandemoortele Bakery Products France SAS Le Haut-Montigné FR-35370 Torcé	FR82324646090 BE0822170812 IT00191629997 Siren: 324 646 090 RCS Rennes	vdmbakeryfrance.invoices@vandemoortele.com	apfrance@vandemoortele.com
Panalog SAS ZA La Chapellerie FR-35210 Châtillon-en- Vendelais	FR89305801482 Siren: 305 801 482 RCS Rennes	panalog.invoices@vandemoortele.com	apfrance@vandemoortele.com
Vandemoortele Reims SAS Le Haut-Montigné FR-35370 Torcé	FR55403053218 Siren: 403 053 218 RCS Rennes	Reims.invoices@vandemoortele.com	apfrance@vandemoortele.com
Vandemoortele Lipids France SAS Le Haut-Montigné FR-35370 Torcé	FR07328024963 Siren: 328 024 963 RCS Rennes	vdmlipidsfrance.invoices@vandemoortele.com	apfrance@vandemoortele.com
Italy			
Vandemoortele Italia SpA Via Fiorenzo Semini n. 12 IT – 16163 Genova (GE)	IT 035 186 801 07	For suppliers of products for resale (food products) involved in Italian law related to payment terms (art. 62): vdmitalia.invoices@pec.it For all other suppliers (services and non-food products): vdmitalia.invoices@vandemoortele.com	apltalia@vandemoortele.com For legal documents (not purchase invoices): vdmitalia.amministrazione@pec.it

Legal entity name and address	VAT number	PDF invoices to be sent to	For questions contact accounting
Germany			
Vandemoortele Deutschland GmbH Altensenner Weg 68 DE-32052 Herford	DE125350639 ATU68113819	deutschland.invoices@vandemoortele.com	apdeutschland@vandemoortele.com
Vandemoortele Domnitzsch GmbH Rudolf-Breitscheid-Strasse 10 DE- 04480 Domnitzsch	DE141733566	domnitzsch.invoices@vandemoortele.com	apdeutschland@vandemoortele.com
Vandemoortele Lipids Werke GmbH Pirnaer Landstraße 194 DE-01257 Dresden	DE140125299	lipidswerke.invoices@vandemoortele.com	apdeutschland@vandemoortele.com
Spain			
Vandemoortele Ibérica SA Calle Sant Marti de l'Erm 1 – planta 5a ES – 08960 San Just Desvern Barcelona	ESA 802 188 45 IT 00173629999	iberica.invoices@vandemoortele.com	apspain@vandemoortele.com
Panavi Ohayo SL Ronda de les Conques, numéros 8-10 ES-08180 Moià	ESB64422694	ohayo.invoices@vandemoortele.com	apspain@vandemoortele.com
United Kingdom			
Vandemoortele UK Ltd Charta House, 30-38 Church Street UK - Staines-upon-Thames TW18 4EP	GB223 715 288	uk.invoices@vandemoortele.com	apuk@vandemoortele.com
Vandemoortele Worcester Branch of Vamix NV Martley Road Lower Broadheath UK - Worcester WR2 6RF	GB 551 410 187	worcester.invoices@vandemoortele.com	apuk@vandemoortele.com

Czech Republic			
Vandemoortele Česká Republika, oz Pekařská 621/7 CZ - 155 00 Praha 5	CZ 649 376 91	cz.faktury@vandemoortele.com	cz.platby@vandemoortele.com
Poland			
Vandemoortele Polska Sp z oo Ul. Tokarzewskiego 7-12 PL - 91-842 Łódź	PL 525 23 22 444	poland.invoices@vandemoortele.com	appoland@vandemoortele.com
Slovak Republic			
Vandemoortele Slovenská Republika, sro Karadžičova ulica 8/A SR -821 08 Bratislava 2	SK 2020285828	sk.faktury@vandemoortele.com	Sk.platby@vandemoortele.com
Hungary			
Vandemoortele Hungary LTD Kápolna u 12 HU-6000 Kecskemét	HU 135 363 07		