

Vandemoortele Group Requirements for Supplier Invoicing

The Vandemoortele Group (VDM) Requirements for Supplier Invoicing will ensure the fluent processing of your invoice.

To ensure the efficient handling and payment of your invoices it is essential that your invoice or credit note complies with all mandatory legal, tax and Vandemoortele Supplier Invoicing requirements.

The Vandemoortele Supplier Invoicing Requirements are applicable for all legal entities of the Vandemoortele Group as mentioned in the list under the following link: <https://vandemoortele.com/en/legal-entity-address-list>

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

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

New to come: supplier collaboration through SAP Ariba network ©

Vandemoortele has decided to improve the collaboration with their suppliers and further digitalize its procurement processes, and has chosen the cloud solution SAP Ariba (www.ariba.com) as a collaboration tool for all its suppliers. This Ariba platform will be implemented in 2019 and rolled-out in all countries in 2020. The platform will be used for **all supplier collaboration in the full Source to Pay process.**

Vandemoortele

- Will send all your Purchase Orders in an electronic format, this will allow you to automate the processing of the purchase orders we will send you.
- Further we will send info about your invoice-status once the invoice has been processed.

In return we ask you to comply with the embedded collaboration rules and **use the Ariba network** to:

- Update its administrative information (e.g contact person, emails, address, certificates, VAT related information, ...) – Supplier Registration
- Confirm, amend or refuse the received Purchase Order through the Ariba network,
- Exchange information like service entry sheet, advance shipping note if needed
- Send your invoices to Vandemoortele in an electronic format
- To collaborate with Vandemoortele (cfr. Contracting and supplier performance review, GDPR compliance)“

Vandemoortele will apply a strict no PO no invoice policy after the rollout of Ariba.

VDM Invoicing requirements – valid until Ariba implementation:

1. Suppliers must send one copy of each invoice in PDF format to the (invoices) email address of the appropriate buying legal entity mentioned on the PO (purchase order) or as mentioned in the list under the following link: <https://vandemoortele.com/en/legal-entity-address-list>. (future: via Ariba Network)
2. 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. (future: via Ariba Network)
3. Each invoice must contain the VDM Purchase Order number 45xxxxxxx. This should be clearly visible on the first page of the invoice. (future: no PO, no Pay policy; automated via PO flip in Ariba Network)
4. 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 or as mentioned in the list under the following link: <https://vandemoortele.com/en/legal-entity-address-list>. (future: automated via PO flip in Ariba Network)
5. 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.
6. 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. (future: automated via PO flip in Ariba Network)
7. Each invoice must include a valid supplier e-mail address which Vandemoortele Accounting will use to return the non-compliant invoices.
8. 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. (future: automated via PO flip in Ariba Network)
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 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.
10. Please note that Vandemoortele requests that continuous deliveries are invoiced on a quarterly basis.
11. 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.
12. These Vandemoortele 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>)

Please consult the Vandemoortele Privacy statement for suppliers <https://vandemoortele.com/en/privacy-statement-suppliers-vandemoortele>

For issues/questions regarding the Vandemoortele 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 (<https://vandemoortele.com/en/legal-entity-address-list>)