

IMPORTANT Invoice instructions for timely payment of your invoices

Dear valued Supplier,

As part of IONWAY its ongoing policy to continuously improve efficiency and service quality to customers and suppliers alike, we would like to inform you on our overall electronic strategy to move away from paper based financial transactions. Consequently, submitting your invoices via paper is no longer preferred but you are strongly encouraged to submit invoices by email without delay to ensure timely and accurate payments.

WHERE AND HOW TO SUBMIT YOUR INVOICE:

PDF copy of your invoice should be submitted to ionway.be.invoices@ionway.com. Note, this email address is only for invoice submission and are not manually monitored. Only invoices and attachments in accordance with below guidelines are transferred to our invoice processing system.

- Only 1 invoice (= 1 PDF) per email is allowed. Additional documents related to the invoice can be attached in the same email if relevant. If additional documents are attached, the file name of the invoice-PDF needs to be mentioned in the email subject text
- Invoice must be in PDF format and computer generated. Scanned images of hardcopy invoices cannot be accepted for tax compliance purposes
- Special characters are not supported in the file name

INVOICING REQUIREMENTS: See sample invoice on the next page

When invoicing IONWAY (formerly known as Blue United) for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

1. IONWAY Invoice address which can be found on the Purchase Order
2. Supplier contact info (company name, address, email, phone number and IONWAY vendor number as indicated on your IONWAY Purchase Order)
3. Supplier VAT number and IONWAY VAT number (**BE0794.652.011**), irrespective of VAT charged on invoice
 - Invoices which are subject to domestic VAT are preferably issued in local currency
 - VAT % and amount as separate line items
4. Supplier invoice or reference number (related invoice number in case of credit note)
5. Supplier bank details (including IBAN and SWIFT)
6. The date of your invoice, which should never be before the date of the purchase order nor before the delivery of goods and services, unless otherwise agreed
7. Invoice currency in iso-code (i.e. EUR, GBP, USD, PLN, DKK...) matching the issued PO
8. IONWAY PO number and relevant line item
 - Line item descriptions on the invoice must match the PO (item/PO line/description/Unit Of Measure and payment term)
 - Different PO numbers on the same invoice are not allowed
9. IONWAY contact name, email address and cost center if no PO is issued

If you do not know your IONWAY PO number, please connect with your IONWAY contact person prior to submitting your invoice.

If any required information is missing from your invoice, your invoice may be returned to you. If this occurs, you will need to correct the invoice and resubmit for processing.

WHERE TO GO FOR HELP:

For inquiries about invoice requirements and payment status contact ap.helpdesk.be@ionway.com

For more invoicing requirements & guidelines, please visit the Supplier Zone on our global homepage: <https://ionway.com/supplier-zone/>

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This is a sample invoice.

Depending on the nature of the expense and country invoiced, additional details may be required.

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INVOICE TO

<p>1 Company name IONWAY 3 VAT number BE0794652011 Email ionway.be.invoices@ionway.com Address Bolwerklaan 21 1210 Brussels Belgium 9 Contact firstname.lastname@ionway.com</p>	<p>6 Invoice Date: 7/4/2023 Due Date: 9/4/2023</p>
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<p>4 Number Invoice # 36 7 Currency EUR</p>	
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DESCRIPTION	QTY	UNIT PRICE	SUBTOTAL	TAX
8 PO 33xxxxxxxx (10 digits) - LINE 10 IT Hardware - HDMI cables & connectors	10 EA	75.00 €	750.00 €	21% > 157.50 €
9 Delivery cost Cost center HBNxxxxxx (6digits)	1	25.00 €	25.00 €	6% > 1.50 EUR
			SUBTOTAL	775.00 €
			3 TAX 6%	1.50 €
			TAX 21%	157.50 €
			Total	934.00 €

<p>2 Your company name ... Your VAT number ... Your email ... Address ...</p>	<p>5 Your payment details ... IBAN ... SWIFT ...</p>
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