

Dear valued Supplier,

As part of IONWAY's 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.pl.invoices@ionway.com](mailto:ionway.pl.invoices@ionway.com). Note, this email address is only for invoice submission and is 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 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 (**PL7532465482**), irrespective of VAT charged on invoice
  - Invoices which are subject to domestic VAT should be issued in local currency
  - VAT % and amount as separate line items

*NOTE: For invoices issued by the Seller with indication of their Polish VAT number on which domestic VAT is due, the payment will be done by the buyer by default under application of the Polish split payment mechanism, regulated by Polish tax regulations, even if in a given situation application of such mechanism is not mandatory.*

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
10. For product related purchase please add the following data on the invoice: **CN codes, item weight, gross weight, country of origin**
11. **Delivery Date**
12. For service related invoices: **description of service** provided is mandatory on the invoice, service date

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.pl@ionway.com](mailto:ap.helpdesk.pl@ionway.com).

For more invoicing requirements & guidelines, please visit the Supplier Zone on our global homepage: [www.IONWAY.com/en/supplier-zone](http://www.IONWAY.com/en/supplier-zone).

This is a sample invoice.  
Depending on the nature of the expense and country invoiced, additional details may be required

INVOICE TO

**1** Company name IONWAY Poland Sp. z o.o.

**3** VAT number PL7532465482

Email [ionway.pl.invoices@ionway.com](mailto:ionway.pl.invoices@ionway.com)

Address Radzikowice 1c  
48-300 Radzikowice  
Poland

**9** Contact [firstname.lastname@ionway.com](mailto:firstname.lastname@ionway.com)

**6** Invoice Date: 7/4/2024

Due Date: 9/4/2024

**4** Number Invoice # 36

**7** Currency PLN

**11** Delivery Date

| DESCRIPTION  | QTY   | UNIT PRICE | SUBTOTAL  | TAX             |
|--|-------|------------|-----------|-----------------|
| <b>8</b> PO 33xxxxxxxx (10 digits) - LINE 10<br>IT Hardware - HDMI cables & connectors | 10 EA | 75.00 zł   | 750.00 zł | 23% > 172.50 zł |

**10** Product related information: CN codes, item Weight, gross weight, country of origin

**12** Service related information: Description of service provided

|          |           |
|----------|-----------|
| SUBTOTAL | 750.00 zł |
| TAX 23%  | 172.50 zł |
| Total    | 922.50 zł |

**2** Your company name ...

Your VAT number ...

Your email ...

Address ...

**5** Your payment details ...

IBAN ...

SWIFT ...