

## IMPORTANT Invoice instructions for timely payment of your invoices

Dear valued Supplier,

As part of IONWAY SPAIN S.L.U 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.es.invoices@ionway.com](mailto:ionway.es.invoices@ionway.com). Note, this email address is only for invoice submission and is not manually monitored. Only invoices and attachments in accordance with the guidelines below 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
- The 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 SPAIN S.L.U for goods and services or when issuing a credit note, print all required information. Handwritten information will not be recognized.

1. IONWAY SPAIN S.L.U Invoice address which can be found on the Purchase Order
2. Suppliers contact info (company name, address, email, phone number and IONWAY SPAIN S.L.U vendor number as indicated on your IONWAY SPAIN S.L.U Purchase Order)
3. Supplier VAT number and IONWAY SPAIN S.L.U VAT number (**ESB56594518**), 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 SPAIN S.L.U 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 SPAIN S.L.U contact name, email address and cost center if no PO is issued

If you do not know your IONWAY SPAIN S.L.U PO number, please connect with your IONWAY SPAIN S.L.U 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.es@ionway.com](mailto:ap.helpdesk.es@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

INVOICE TO					
<b>1</b>	<b>Company name</b>	IONWAY Spain S.L.U.		<b>6</b>	<b>Invoice Date:</b> 19/11/2024
<b>3</b>	<b>TAX number</b>	ESB56594518			<b>Due Date:</b> 19/01/2025
	<b>Email</b>	ap.helpdesk.es@ionway.com			
	<b>Address</b>	64, Calle Velázquez 4º IZQ Madrid Spain			
<b>9</b>	<b>Contact</b>	firstname.lastname@ionway.com			
<b>4</b>	<b>Number</b>	Invoice # 36			
<b>7</b>	<b>Currency</b>	EUR			
DESCRIPTION		QTY	NIT PRICE	SUBTOTAL	TAX
<b>8</b>	PD 34XXXXXXXX (10 digits) - LINE 10 IT Hardware - HDMI cables & connectors	10 EA	75,00 I	750,00 I	21% > 157,50 I
<b>9</b>	Delivery cost Cost center MADXXXXXXXX	1	25,00 I	25,00 I	21% > 5,25 I
			<b>3</b>	SUBTO 775,00 I	
				Tax 21% 162,75 I	
				Total 937,75 I	
<b>2</b>	<b>Your company name</b>	-		<b>5</b>	<b>Your payment details</b> ...
	<b>Your VAT number</b>	-			IBAN ...
	<b>Your email</b>	-			SWIFT ...
	<b>Address</b>	-			