

# Invoicing instructions

The purpose of this document is to explain the required format of invoices and the information they must contain, so that they can be processed as quickly and efficiently as possible.

## REQUIRED INFORMATION

BNP Paribas Fortis undertakes to process your documents as soon as possible. Given the diversity and scale of the bank's activities, it is very important that the following mandatory information is included:

- The correct address and VAT number of the BNP Paribas Fortis companies concerned

The official addresses are:

**Invoice for BNP Paribas Fortis SA-NV**

BNP Paribas Fortis SA-NV

Invoice Processing 1YFOA

Montagne du Parc/Warandeborg 3

1000 Brussels

Belgium

VAT: BE 0403.199.702

**Invoice for BNP Paribas Branch:**

BNP Paribas Branch,

Invoice Processing, 1YFOC

Montagne du Parc/Warandeborg 3

1000 Brussels

Belgium

VAT: BE 0403.201.482

Incorrect addresses and/or VAT numbers result in non-compliant invoices, which are returned to the supplier. In the worst case, a credit note must be requested, which leads to unnecessary administrative adjustments for both BNP Paribas Fortis and the supplier.

In addition to the correct address and VAT number, the invoice must include the **following mandatory information**:

- The word '**invoice**' or '**debit note**', or the word 'credit note' in the case of credit note.
- An **invoice date**: this should be the date the invoice was issued and not the date the goods and/or services were delivered.
- A **unique invoice number** provided by the supplier.
- The supplier's official **name**, official **address** and **corporate form** (NV / SA, BVBA / SPRL etc.).
- The **supplier's VAT number** or company number.
- **Description of the service** including volume, unit price and applicable VAT rates.
- **Total amount with and without VAT**, and the VAT percentage.
- **Bank account number** (preferably a BNP Paribas Fortis account).

The invoice must also contain the following **BNP Paribas Fortis details**:

- The reference of our SAP order form (purchase order or PO). It contains 10 digits and starts with 45 or 47.
- The PO is mandatory for all purchases over €10,000 excluding VAT.
- If no PO has been used, e.g. for a purchase of less than €10,000 excluding VAT, the invoice must state the number of the cost centre to which the invoice should be allocated. This number contains 6 digits (you will receive it from your BNP Paribas Fortis contact person). Where appropriate, state the project or contract reference on the invoice.



# SENDING YOUR INVOICE

Always send your invoice in pdf format and only to [invoiceprocessing@bnpparibasfortis.com](mailto:invoiceprocessing@bnpparibasfortis.com).

Please observe the following rules when sending invoices:

- The subject of the email should include 'Invoice' or 'Credit note' and the PO reference.
- As regards pdf documents, please take sufficient care to ensure their authenticity of origin, the integrity of their content and their legibility.
- If possible, do not use colour or photos.
- Send only one invoice per **pdf and per email**: the first page of the pdf should be the invoice.
- Always include any attachments in the same pdf as the invoice, and limit the number of pages.
- The pdf invoice replaces the paper invoice.

If you have other questions regarding your invoice, feel free to contact us via e-mail at [vendorrelations@bnpparibasfortis.com](mailto:vendorrelations@bnpparibasfortis.com).

