

1. PROCEDURE: ENGLISH version

1.1 WHERE AND HOW TO SUBMIT YOUR INVOICE:

Digital copies of invoices must be sent by email to:

3BBatticeAccountsPayables@3B-Fibreglass.com

- Invoices must be in PDF format. Scanned images of invoices will not be accepted (e.g. .tif, .jpeg, etc.)
- Only one invoice per PDF file will be recognized by the system; please include all supporting documentation (e.g. timesheets, third party receipts, etc.) in the same PDF file
- PDF file cannot exceed 5MB
- Include the word "invoice" in the subject of the email (or the word "credit" for credit notes)
- One email can contain one or more invoices (several files if several invoices)

Hard copies, must be sent by regular post mail to:

3B-Fibreglass SPRL
Route de Maestricht, 57
B-4651 Battice
Belgium

1.2 INVOICING REQUIREMENT:

All invoices or credit notes must be printed (handwritten information will not be recognized) and mention the following information:

- Supplier contact details: company name, address, e-mail and phone number
- Supplier VAT number (whether VAT is charged or not)
- Supplier invoice or reference number
- Supplier bank details (including IBAN number)
- Date of invoice
- VAT rate (%) and amount (as separate line items if several rates)
- Invoice currency
- Correct 3B billing address (see above)
- 3B VAT number (referenced on our Purchase Order)
- **PO number (Purchase Order) and relevant line item**
 - Line item descriptions to be displayed clearly, matching the issued PO structure
 - Each PO must be invoiced separately

3B PO number is 10 digits and always starts with "4" (4XXXXXXXXX). If you do not know our PO number, or if our PO does not match the amount that you will bill, please contact us prior to sending your invoice.

If there has been any changes to your vendor account that may impact payment (e.g. new bank details), please send a vendor change request to prevent delay in the processing of your invoice.

If any of the above mentioned information is missing on your invoice, it may be returned to you for correction of details before being processed and may result in a payment delay.