

# Invoicing Instructions – External Staffing

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.

## INTRODUCTION

Timesheets for the services you provide are approved via the **Nétive** platform, and they are then automatically linked to your invoice.

Invoicing is per calendar month: one invoice per employee per month.

The invoice must be as per the contract and PO: services billed by the hour or by the day using the rate stated in the contract and PO.

Your invoice should reach us no later than the **15th day** of the following month.

## 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/Warandenberg 3

1000 Brussels

Belgium

VAT: BE 0403.199.702

Invoice for BNP Paribas Branch:

BNP Paribas Branch,

Invoice Processing, 1YFOC

Montagne du Parc/Warandenberg 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)** : you can find the number directly in Netive. The number is 10 digits and begins with '47'.
- The **name of the employee** concerned by 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 number (beginning with 47) should be mentioned.
- 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).



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world