

Dear supplier,

Deloitte has introduced a change to its Vendor Invoice Management system which allows suppliers to deliver invoices faster, without needing to print paper documents. We now accept invoices on paper or electronically, in PDF format. Receiving invoices electronically allows us to streamline our invoice processing - to do it faster and with fewer errors. For this system to function optimally, it is critical for invoices to be drawn up correctly and for them to **include all necessary details**.

We therefore stress the need to make sure that the following information is correctly provided on all invoices:

- Invoices must be addressed to the appropriate Deloitte entity and must carry the appropriate VAT number. As a reminder, here is a list of the relevant entities and their VAT numbers :

Entity	VAT Number
Deloitte Bedrijfsrevisoren bv	BE 0429.053.863
Deloitte Accountancy bv	BE 0443.578.822
Deloitte Belastingconsulenten bv	BE 0418.466.314
Deloitte Consulting & Advisory bv	BE 0474.429.572
Deloitte Services & Investments nv	BE 0402.910.779
Deloitte Global Tax Center (Europe) bv	BE 0835.959.064

- Invoices sent electronically should be emailed to AccountsPayable@deloitte.be. Invoices sent to other email addresses in Deloitte will not be accepted.

The following conditions need to be fulfilled:

- The **subject** line must contain the vendor name and invoice reference.
- Invoices can **only** be accepted in PDF form.
- Each PDF can only be one invoice.
- Each mail should only contain one PDF (and so one invoice).
- Attachments to invoices must be **included** in the PDF with the invoice
- The paper invoice must **not** be sent to Deloitte
- Each invoice must indicate a **Purchase Order Number**. This may be a WBS number, Internal Order Number or Purchase Order Number. Should you not have this information, please get in touch with your contact person at Deloitte, who will provide you with the necessary details.
- In addition to the Purchase Order Number, each invoice must indicate your **contact person** at Deloitte.
- The address mentioned on the invoice should be:

Deloitte entity (see list above)
Att: Central Finance
Gateway building
Luchthaven Brussel Nationaal 1J
1930 Zaventem

We can only process your invoice if it contains the information indicated above. Invoices that do not comply will not be accepted. Given the relevant information, we will be better able to process invoices. This will enable us to provide a quicker and better service.

Please contact us if you require any additional information via AccountsPayable@deloitte.be
Many thanks for your cooperation.

Yours faithfully,

Supplier Accounting