



## Invoicing requirements

The Spadel Group aims to optimize the processing of electronic invoices in order to improve payment cycle time. The way to achieve this goal is to reduce the volume of paper invoices.

All suppliers are therefore encouraged to adopt sending invoices by email.

- The invoice must include the mandatory legal information

These notices are governed by European directive 2001/115/EC

- o Date of issue of the invoice (it is advisable to also indicate the place of issue of the invoice)
  - o Sequential number (order number under which it is registered on the supplier's exit biller)
  - o Name or company name, and full address of the supplier
  - o Supplier VAT number
  - o Name or company name, and full address of the customer
  - o Customer VAT number
  - o If the taxpayer is not established in Belgium and has had a responsible representative approved in the country, the identity and address of this representative as well as the indication of his capacity
  - o If the taxpayer is not established in Belgium and is represented by a previously approved person, the identity, address and VAT number of this person and the indication of their capacity
  - o Quantity and nature of goods delivered or extent and nature of services rendered
  - o Date of delivery or service
  - o Unit price excluding VAT, as well as any discounts, rebates or rebates if they are not included in the unit price
  - o Tax base broken down by VAT rate
  - o VAT rate applied to each tax base
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- The invoice, preferably sent by email, must be in PDF format. If the invoice is sent by email, please do not send a paper invoice copy.
  - The PDF must include only 1 invoice as well as these annexes.
  - The order number (starting with 45xxxxxxx) must appear on the invoice



- The invoice must be sent to the following email addresses:
  - For Spadel SA: [inv.spadel.be@spadel.com](mailto:inv.spadel.be@spadel.com)
  - For Spa Monopole SA: [inv.spa@spadel.com](mailto:inv.spa@spadel.com)
  - For Bru-Chevron SA: [inv.bru@spadel.com](mailto:inv.bru@spadel.com)
  - For Mineral Waters of Ribeaupillé SA: [inv.emr@spadel.com](mailto:inv.emr@spadel.com)
  - For Grandes Sources de Wattwiller SAS: [inv.gsw@spadel.com](mailto:inv.gsw@spadel.com)
  - For Spadel Nederland: [inv.spadel.nl@spadel.com](mailto:inv.spadel.nl@spadel.com)

Spadel Group is committed to making payment accurately and on time, provided that valid purchase orders (if applicable) are issued and invoicing requirements are met. Inaccurate invoices will be rejected and an accurate resubmission will be required.

If paper invoicing is your preferred solution, it must be sent to the correct mailing address. Please find the contact details of the company concerned below:

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| <ul style="list-style-type: none"><li>○ <b>Spadel SA</b><br/>Avenue des Communautés<br/>110<br/>1200 Bruxelles<br/>Belgique<br/>TVA : BE0405844436</li><li>○ <b>Spa Monopole SA</b><br/>Rue Auguste Laporte 34<br/>4900 Spa<br/>Belgique<br/>TVA : BE0420834005</li><li>○ <b>Bru-Chevron SA</b><br/>Chez Spa Monopole<br/>Rue Auguste Laporte 34<br/>4900 Spa<br/>Belgique<br/>TVA : BE0403939672</li><li>○ <b>Eaux Minérales de Ribeaupillé SA</b></li></ul> | <ul style="list-style-type: none"><li>Route de Bergheim 48<br/>68150 Ribeaupillé<br/>France<br/>TVA : FR18915420236</li><li>○ <b>Grandes Sources de Wattwiller SAS</b><br/>Chez Les Eaux Minérales de Ribeaupillé<br/>Route de Bergheim 48<br/>68150 Ribeaupillé<br/>France<br/>TVA : FR96383616307</li><li>○ <b>Spadel Nederland</b><br/>Brieltjenspolder 28D<br/>4921 PJ Made<br/>Nederland<br/>VAT : NL007271542B01</li></ul> |
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