

Self-billing - Frequently Asked Questions

- **What is self-billing?**

Self-billing means that the buyer issues the invoice to himself instead of receiving an invoice from the seller, after having agreed upon this way of invoicing. Self-billing is a legally approved and official alternative to normal invoicing. The seller should properly check first if self-billing is accepted in his country.

- **What are the requirements to start self-billing ?**

The set-up requires the agreement to use self-billing, as stated in the contract between you as seller and Umicore as buyer.

- **What are the practical requirements for the seller ?**

As a seller you must

- Agree with your Umicore contact on a start-up date to use self-billing
- Provide (a) correct email address(es) to send the PDF version of the self-billing document to.
- Provide 1 bank account number for payment of the self-bill

- **Why self-billing ?**

Self-billing is more efficient:

- The seller doesn't have to produce an invoice
- Invoices are produced to a standard format reducing administration for both parties
- No risk of a delay in payment due to the absence of an invoice to be issued by the seller.

- **Who can make use of self-billing ?**

All customers (sellers) that have agreed in the contract to have invoices being generated by Umicore instead of by themselves.

- **How will the seller receive the self-billing document?**

The seller will receive an e-mail from the Umicore general mailbox Recyclables@umicore.com or from a personal mailbox from a Umicore employee, containing a PDF file (i.e the self-billing document issued by Umicore). If a correction should be made, seller has to reply to the e-mail received.

- **When applying self-billing, what will be the invoice reference?**

The Umicore self-billing numbering structure should be the one accepted and implemented.

- **Can the seller still send an invoice to Umicore while on a self-billing process?**

No. The buyer's self-billing invoice replaces the seller's invoice for billing purposes. Only the by Umicore issued self-billings are accepted. If the seller still sends invoices to Umicore they will be returned to the seller.

- **The self-billing received is not correct. What should the seller do?**

If the seller notices that the self-billing document is wrong the Umicore local contact should be contacted, or an email should be sent to Recyclables@umicore.com.

- **What happens in case the seller does not agree or cannot accept self-billing ?**

Self-billing is our standard method and our systems are being changed to reflect this. Self-billing is more efficient for all parties. However, the seller is not required to agree to self-billing, in which case he should inform his Umicore contact in advance, before signing of the contract.

- **What to do in case a new bank account is used ?**

In case the seller uses a new bank account he must e-mail a bank certificate in non-editable format (e.g. PDF, TIF, JPG, etc...) to general mailbox: Recyclables@umicore.com.

- **The seller's company has changed name, VAT number... What should be done?**

Please inform your Umicore contact about such change.

Template of the self-billing document, issued by Umicore

(please note that no deviations can be made from this template)