

INVOICING GUIDELINES FOR SUPPLIERS

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1 email = 1 invoice

| | |
|--------------------|---|
| FROM | ABC-Invoicing@ABCcorp.com |
| TO | Invoices.AGC.Glass.Europe@eu.agc.com |
| CC | Leave empty |
| BCC | AR-colleague@ABC.com |
| SUBJECT | ABC 1234567 01-01-2021 |
| ATTACHMENTS | + Attachment 1 = ABC 1234567 01-01-2021.pdf + Attachment 2 = ABC 1234567 01-01-2021_report.pdf |
| BODY / TEXT | Leave empty No image |

- 1 List of Accounts Payable email addresses per AGC entity on [AGC website](#)
- 2 Subject in following format:
Supplier name + invoice number + invoice date (DD-MM-YYYY)



Attachment 1 = 1 invoice (PDF)

- No image
 - White background
 - Max 12 MB
 - Title = email subject
- Include all key data**
- Invoice number
 - PO number / AGC requestor
 - Supplier email
 - Bank details
 - All legal information for VAT invoicing

Other attachments = PDF format

Other attachments = Supporting documents (PDF)

1. FORMAT AND REQUIRED INFORMATION ON YOUR INVOICE

Format of Supplier Invoice

- **No more paper invoices** : Invoices sent as a **paper hard copy will NOT be processed**
- **PDF Invoices must be sent to the country email box** of the respective AGC legal entity (see directory on [AGC Glass Europe Website](#)).
- Invoices must be in **PDF format (text based)** and **attached to an email** (links to PDF will not be accepted)
- Only **1 invoice per email**.
- Only **1 PDF per invoice** The invoice cannot be split over several files.
 - Only **1 invoice per PDF** : if multiple invoices are sent in one PDF, only the first invoice will be processed.
 - Invoice header should start on the first page of PDF.
 - Password protected PDFs will NOT be processed.
- The name of the PDF file containing the invoice should follow the following format and correspond to the subject of the email.
 - Supplier name<SPACE>invoice number<SPACE>invoice date (*DD-MM-YYYY*)
 - Example: ABC Company 1234567 01-01-2021
- The PDF file should be **no larger than 12MB** and contain a maximum of 40 pages. Surplus pages will be ignored.
- Make sure the **invoice** is of good quality, **legible** and readable :
 - The invoice should have **no watermark or colour background**.
 - The invoice should **not contain any big image** (big logo or QR code).
- If the PDF document is created by scanning, please use color B/W and a resolution of 300 dpi.
- Key information should be easily retrievable thanks to a **clear formatting**:
 - Key information available on the first page of the invoice
 - With the same orientation (portrait / landscape) as the rest of the document
 - In black print on a white background at regular size
 - With a minimum margin from other text (must not be covered by any other information, such as stamps, signatures, or preprinted forms)
 - Fields and values always appearing on the invoice, even if their value is equal to 0.00 or 0%
- Any **documentation supporting your invoices** must be sent in **PDF format**
 - Documents to be **attached in the same email “after” the PDF invoice**
 - Supporting documents should be readable

Required Information on Supplier Invoice

- Document Date
- Name and address of the AGC Legal Entity that you are doing business with. **Please ensure that it is the correct legal entity.**
- VAT registration number of the AGC Legal Entity that you are doing business with. **Please ensure that it is the correct legal entity**

- Your Full Legal Company Name
- Your Full Legal Company Address
- Your VAT registration number.
- Your IBAN and or Bank Account number
- Your Accounts Receivable contact details
- Your Accounts Receivable email address
- **PO Number** provided by AGC contact person during the order
 - In case of multiple PO numbers, put all PO numbers information on the invoice.
 - If possible, include all goods or services ordered through the same PO in the same invoice.
- **For invoices without PO:** the name and business e-mail address of the AGC person who requested the service (top of the invoice)
- Delivery Note number
- Location and date of delivery
- Invoice Reference Number
- Invoice line item details (e.g good/service description, material number)
- Information on document type, indicating if it is an Invoice, Credit Note or Pro forma (top of the document)
- Unit Prices, Unit of Measurements (lb, kg, ea), total quantities and total prices, if applicable, per line. These measurement units should match those on the PO.
- Total VAT amount and Total Gross Amount
- Credit Notes should contain reference to the Original Invoice Number, if available.

2. COMMUNICATION METHODS

Email Addresses for invoice transmission

In order to more efficiently deal with the number of invoices, dedicated accounts payable mail boxes are available for each AGC legal entity. Invoices must be sent to the email box of the **respective AGC legal entity** (see directory on [AGC Glass Europe Website](#)).

Example: Invoices issued to AGC Automotive Belgium SA to be sent to:

Invoices.AGC.Automotive.Belgium@eu.agc.com

Technical requirements of email for invoice transmission

The email must comply with the following requirements to ensure it is properly received and that the invoice can be processed :

- Recipient address (“to”): This field must contain only ONE email address
 - The recipient must be the country’s dedicated accounts payable email address, as described above
- Address cc: This field must be empty

- Address bcc: This field should be used by the sender to send a copy of the invoice to other parties
- Subject: The subject of the email should follow the following format:
 - Supplier name<SPACE>invoice number<SPACE>invoice date (*format DD-MM-YYYY*)
 - Example: ABC Company 1234567 01-01-2021
- Body of the email: The body of the email should be left empty :
 - The email must NOT contain any inserted pictures, as this may entail the proper processing of the PDF attachment. Please, pay attention to any automatically inserted signatures containing pictures. (e.g the firm's logo or call for environmental protection)
 - Any text contained in the body of the email will not be processed by the automatic processing and its content will be ignored. All necessary information must be included in the PDF invoice attached.
- Attachments: Attachments should follow strict guidelines to ensure the proper processing of your invoices.
 - Each email must contain only one invoice. If you wish to submit several invoices, please send separate emails.
 - The invoice must be fully contained in one PDF file. The invoice cannot be split over several files.
 - The name of the PDF file containing the invoice should correspond to the subject of the email.
 - The PDF file containing the invoice must be inserted as the first attachment.
 - On top of the PDF invoice, it is allowed to share other PDF attachments that are NOT invoices (ie: supporting documents such as consignment reports)
 - Only documents in PDF format are allowed.

Email Address for queries related to PDF invoices

If you would like to ask us a question or have any further concerns regarding your invoice *and related to PDF invoicing*, please contact us by sending your email to:

info.pdfinvoicing@eu.agc.com

Email Address for other AP queries

If you would like to ask us a question or have any further concerns regarding your invoice, *not related to PDF invoicing*, please contact us by sending your email to:

ssc-shared-ap@eu.agc.com

3. CHANGES IN YOUR DATA

It is your responsibility to ensure that AGC has received up-to-date information with respect to the data required for the handling and processing of your invoices e.g.:

- VAT identification number.
- Your contact details: address and email address.
- Your Accounts Receivable contact and email address etc.
- Bank account – important: before updating your bank details, a colleague of our Vendor Master Data team will contact you to verify the information.

Any changes should be immediately communicated to your respective AGC business representative or to the AP team at ssc-shared-ap@eu.agc.com.

4. INVOICE REJECTION

We would like, once again, to ask you to adhere to our requirements. Unfortunately, we will not be able to accept invoices which do not meet our standards as of 02 June 2021. These invoices will not be processed and will be sent back to you for update.

PLEASE NOTE:

For the entities not mentioned in the directory, the process remains as is.