



Invoicing Guide Belgium

Getting your invoices paid on time

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Within Capgemini we consider it of great importance to pay your invoices according to the agreed payment terms. This can only be ensured when your invoices comply with the Belgian Law, our purchasing requirements and meet the general terms and conditions of Capgemini Group.

This Invoicing Guide provides guidance on the invoicing requirements to ensure timely payment.

PDF invoice

For PDF invoices, please make sure that the following is applied.

> Please **only** send your **invoices** (in PDF format) to:

Capgemini Invoice Scanstation	capgemini_invoices.be@capgemini.com
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- > Include the invoice number within the subject of the e-mail
- > Only one invoice per Purchase Order (PO) / CI ID (including attachments) per e-mail is accepted.
- > You will receive an autoreply notification when your invoice has been received by our mailbox
Please keep this information until your invoice has been paid
- > For queries or reminders, please contact our Finance Helpline (see [Contact](#))

Correct address

- > Please use the correct Capgemini billing entity as mentioned on your Purchase Order number

Capgemini Belgium NV/SA

Hermeslaan 9

1831 Machelen

Belgium

VAT nr. BE.0407.184.521

How to make sure that your invoices are getting paid on time

It is mandatory to include on your invoices:

- Your company name and address details
- Your accounts receivable or finance department e-mail address
- Your payment details including IBAN (if applicable), SWIFT/BIC, beneficiary name, bank account number and sort code
- The correct billing entity details (see [Correct address](#))
- A unique invoice number
- A current invoice date: the invoice date must not differ by more than 30 days from receiving date
It is not allowed to backdate your invoice
- Purchase Order (PO) number (NO PO=NO PAY). Only one PO number per invoice is accepted.
- For subcontracting suppliers; instead of a PO number, please mention the Consolidated Invoice (CI) ID on the invoice
- The delivery address of your goods/services if different than the billed-to address, if applicable
- A clear description of the goods or services supplied including relevant back-up information, e.g. timesheets or invoice specifications
- The quantity supplied and price per unit
- Correct VAT amount and rate applicable
- VAT identification number
- Company registration number

Good to know



- > Always mention the Purchase Order (PO) number, order date and reference number on your invoices (or Consolidated Invoice (CI) ID for Subcontracting suppliers)
- > Make sure that the invoicing entity, item descriptions, prices, period, currency and quantities match those as agreed in the Purchase Order (PO) / Consolidated Invoice (CI) ID
- > Proforma invoices are not accepted
- > Capgemini cannot process paper versions of invoices and reminders, please contact our Finance Helpline
- > For external professionals it is required to write hours on a weekly basis in VMS2.0 (Vendor Management System). This VMS2.0 system (SAP Fieldglass platform) is designed to integrate with the Financial System of Capgemini Group, streamlining all activities for subcontractor demand, from creation to invoicing. Always mention the Consolidated Invoice (CI) ID on the legal invoice, this number is a special identification number which replaces the PO number for subcontracting suppliers. Without this number your invoice will be returned.

Payment term

If the necessary information is correctly stated on your invoices, you follow the advice given in this guide and there is no dispute, your invoices will be paid according to the payment term agreed on the PO number, which you have digitally received from our Procurement department.

Returned invoices (disputes)

If your invoices do not comply with the requirements or there is a dispute on the content, the invoices will be rejected and returned. The e-mail address mentioned on your invoices will be used for sending this important information.

The rejection mail contains a specific writing with information why your invoices are returned and also include more information on what is required by Capgemini to solve the dispute. Please do not send a credit note for the returned invoice. Capgemini cannot be held responsible for any form of additional costs if the invoice has been returned to you.

For disputes on content, please reach out to your contact person within Capgemini.

For more information relating our processes, please contact our Finance Helpline.

Contact



For more information regarding our procedures, the payment status, sending reminders or other related communication please contact our Finance Helpline in English:

Capgemini Finance Helpline	Financehelpline.be@capgemini.com
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