

## Invoicing Instructions

- A. Supplier is strongly encouraged to use SY Supplier portal. Use the Cegedim invitation that you received for registration, if you don't receive it, please contact [arabelle-demat@cegedim.com](mailto:arabelle-demat@cegedim.com).
- B. This invoicing portal allows you to check the status of your invoices online and supports efficient invoice processing at our end.
- C. Please note that payment by Arabelle Solutions entities shall be made in the supplier's bank account (for the currency applicable) as per registered banking details in our supplier management platform. For updating your bank details, please use the link to our supplier management platform -[LINK here](#). For registration, follow this [LINK](#) of our supplier management platform.
- D. Below, all mandatory information requested by Arabelle to accept your invoice: invoice must have readable quality & contain all information's required by your country legislation : **if it's not the case, your invoice will be rejected**.
- A correct legal Arabelle entity name / address entity name (conform with the PO)
  - The Correct VAT-Tax registration number of legal Arabelle entity name (if mandatory in the jurisdiction )
  - For UE suppliers, you need to indicate if reverse charge is applicable or not
  - For French suppliers, you need to indicate if you are into VAT exemption (franchise de TVA)
  - A mention of the currency (conform with the PO)
  - A Description, quantity and value of goods or services in line with the PO and within the limits available in the PO, considering the previously invoiced amounts
  - Description of the billed items or other information on the invoice to determine how to record or match items to the Purchase Order (PO).
  - An Invoice number
  - An invoice date
  - A mention of INVOICE / CREDIT NOTE /DOWN PAYMENT
  - Your correct information (conform with the PO) : Supplier legal entity name / address / VAT-Tax registration number (if mandatory in the jurisdiction )
  - A Purchase Order (PO) number *(if applicable) : 1 invoice could only cover 1 PO, if you have multiple PO, you must perform multiples invoices*
  - A number/Secure code (if applicable)
  - A Gross amount
  - A separate line per rate with the sum of the VAT
  - A Net amount
  - To send us the invoice, please refer on the face of the PO : "Invoice to be sent to" : (The document in PDF format need to be send by mail and contains only 1 invoice (+ annexes), if you have multiples invoices, please send multiple PDF file.

\*\*\*\*\*

