

METRO REQUIREMENTS FOR SUPPLIER INVOICING

As from 01/07/2016 the Metro Requirements for Supplier Invoicing are renewed. These new guidelines will ensure the fully automated processing of your invoice. To ensure the efficient handling and payment of your invoices it is essential that your invoice or credit note is correct and complies with all mandatory legal and Metro Invoicing requirements.

1. Suppliers must send one copy of each invoice in PDF format to the invoices email address: metroinvoices@vandemoortele.com. If, for any particular and exceptional reason, paper invoices are sent, this will result in a delay of the invoice processing and hence payment.
2. For all transport related invoices, **it is mandatory to send a POD (CMR)**. The due date for payment of your invoice will only start after receiving all documentation.
3. Each invoice must contain the Metro Settlement Proposal number or **Metro Trip Number**. This should be clearly visible on the first page of the invoice.
4. If you are working with our selfbilling system, the amount on the invoice must match the amount of the **Settlement Proposal**.
5. Each invoice must contain following information: Metro nv, VAT number and address. All this information is included in your Settlement Proposal or Metro Purchase Order, and listed below.
6. Each invoice must include all invoicing details of the supplier such as company name, address, VAT, bank name, IBAN and BIC.
7. Each invoice must include a valid supplier e-mail address which Metro will use to return the non-compliant invoices.
8. Please note that according the Council Directive 2010/45/EU of 13 July 2010 amending Directive 2006/112/EC on the common system of value added tax as regards to the rules of invoicing, invoices for the delivery of goods and completion of services must be issued at the latest the 15th day of the month following the month of delivery of goods or completion of the service. In this respect Metro reserves the right not to accept and pay any invoices which are not issued within six months after the date of delivery of goods or performance of services.
9. These Supplier Invoicing Requirements form an integral part of the Metro General Purchase conditions for the delivery of goods, services and works. Consultable on www.metrotransport.be

For issues/questions, please contact the administration department.