

IMPORTANT INVOICE INSTRUCTIONS FOR TIMELY RECEIPT AND PROCESSING OF YOUR INVOICES

Please review this document and forward it to the appropriate individual at your organization for immediate action. If these instructions/actions are not implemented by your accounts receivable team, it will cause **rejection of invoices** which will **result in delays** in your payment!

Dear Valued Supplier,

In line with Veolia WTS Business processes, we would like to ensure that your invoices are received, processed and paid in a timely manner. We would like to ask your co-operation and immediate action on the items below.

Our digital invoice processing and internal compliance requires a minimum quality standard of the invoices you submit. To ensure your legally compliant invoice is processed properly and timely, please make sure, that you follow the instructions below.

DO follow these instructions!	DO NOT!
<p>Veolia WTS bill-to entity MUST match with the Veolia WTS legal entity details printed on our Purchase Order (PO).</p>	<p>Do not create or try to submit invoices before you receive a Veolia WTS PO.</p>
<p>The Veolia WTS purchase order (PO) number is printed on your invoice. You must have a valid Purchase Order Number referenced on the invoice. Purchase Order Number (i.e., 4503XXXXXXXX) – Veolia WTS has a No-Po-No-Pay policy, and your invoice will be rejected without a valid PO</p>	<p>Do not create or try to submit and invoice before you deliver your goods or services.</p>
<p>Only One Purchase Order per Invoice. Each Purchase order MUST be invoiced separately</p>	<p>Do not send multiple copies of the same invoice.</p>
<p>Contact the Veolia WTS buyer and report any discrepancy between your invoice and the PO with the buyer / requestor. Follow the instructions on the PO for invoices submission The Invoice must match the PO for it to process successfully. -PO Line Number must be clearly stated on the invoice, in the exact format as shown on the PO. (Example: Line 10 on PO cannot be submitted as line 010 on the invoice) -Part Number/or Description of services as detailed on the Purchase Order. It must be in the exact format as on the PO. Do not “Mix” PO lines and part numbers -Quantity and Unit of Measure must be clearly stated on the invoice. Invoice Quantity can not be greater than the PO Quantity for each PO line. Do not “Mix” Quantity and Unit of Measure -Payment Terms (must be in line with the payment term stated on the PO) -Tax and transportation cost need to be indicated in separate lines (if there is any)</p>	<p>Do Not send statements or summaries; only original, legible invoices will be processed Document must be an invoice, not a statement.</p>

<p>Currency Must match the currency on the Purchase Order Net amount-or if applicable, net & gross & tax amounts, and the alphabetic currency code must be printed on the invoice</p>	<p>Do not add handwritten notes to your invoices or highlight or make marks on the invoice</p>
<p>DO follow these instructions!</p>	<p>DO NOT!</p>
<p>Your organization's tax ID/VAT ID is printed on the invoice (also preferred for countries where this is not a legal compliance requirement).</p>	<p>Do not invoice any additional item, service or cost, that was not agreed and ordered by the Veolia WTS responsible person. This will hold up the invoice processing and may require multiple actions before the invoice can be booked.</p>
<p>It is highly recommended that the bank account details of your organization for the relevant payment are printed on the invoice.</p>	<p>Do not confuse invoice postal address with bill-to address.</p>
<p>Electronic invoicing – Veolia WTS PREFERRED METHOD</p> <p>Veolia WTS accepts and encourages its Suppliers to use electronic invoices if they meet the following requirements:</p> <ul style="list-style-type: none"> o E-mailed pdfs are preferred. o Invoice must be in PDF format o The name of the PDF must not contain any special characters ie: / - () # \$ % : , ; o An example of a valid filename: INVOICE123456.pdf o Each PDF must contain only one invoice o Do not send multiple invoices in an email, each invoice must be in a separate email o If you submit your invoice in electronic format, on request, you must provide a paper-based copy of the invoice o ARIBA e-invoicing enabled countries should use ARIBA solutions exclusively-any invoice sent to the scanning center will be rejected 	
<p>Invoices must be submitted in pdf format, 1 invoice = 1 pdf (including attachments). Each Invoice shall be submitted separately. Multiple invoices in one PDF will be rejected.</p>	
<p>Remit to address and bank details. Please include a complete mailing address and complete banking details. Please note that the Remit Address and banking Veolia WTS details must match the banking details provided to during your supplier setup. Please contact the buyer on the PO if you have questions or make changes in your setup.</p>	
<p>Veolia WTS Entity Name, Bill To Address, and Tax ID/VAT registration # must be exactly as stated on the face of the Purchase Order Supplier Entity Name, Address, and Tax ID must be exactly as stated on the PO. Please contact your buyer if you have different Pay and Purchase sites to assure correct supplier setup</p>	



Please only send invoices to **addresses** mentioned on our Purchase Orders. Please note that Veolia WTS does not process invoices at its locations

****Please contact the buyer on the PO if you have any questions regarding Invoice requirements **before** submitting invoices to avoid unnecessary delays in payment**

****With any questions or comments regarding the status of your invoice, please contact NAM-B2PHelpdesk@finance-watertechnologies.com**

****Veolia WTS is continuously working on it's digitalization improvements. Therefore, we recommend signing up with us for one of our digital platforms: Ariba or Veolia WTS's Serrala Vendor Portal, where you can interact with us in a digital self-service way. To request set up on WTS Serrala Vendor Portal please send an email to NAM-B2PHelpdesk@finance-watertechnologies.com**

****Invoices meeting the criteria mentioned above should be submitted through Ariba. If you are not on Ariba it can be emailed to:**

For USA : veoliainvoice_US_1001@biss.at

For Canada : veoliainvoice_CA_1002@biss.at

Do not submit Through Ariba and Email. Only do one or the other. If you are an Ariba enabled vendor and the invoice is sent to the invoice scanning center it will be rejected.

Any questions regarding payments in Canada, USA, or the Caribbean should be addressed to this email address NAM-B2PHelpdesk@finance-watertechnologies.com

Note:
If you submit invoices via the Ariba supplier portal, there will be no change to how you submit invoices today. Please continue to use the supplier portal.

If you are a logistics service provider (i.e., freight, brokerage, or warehousing) and are already working through the enVista Freight Bill Audit & Payment program, please continue to follow the established protocols and invoice flows established for that program.

Thank you for your cooperation!

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Veolia WTS PO Layout

		VENDOR	SHIPPING TERMS	PAGE	ORDER DATE	PURCHASE ORDER NUMBER
Veolia WTS Services USA, Inc. 4545 Patent Road NORFOLK, VA 23502, United States				1 of 21	02/28/2023	
SHIP VIA		PAYMENT TERMS		OUTLINE AGREEMENT REF		
ORIGIN POINT						
V E N D O R	S H I P T O	Bill to LEGAL ENTITY Name and address:		Scan and email invoice to		
		Scan and submit one pdf invoice per email to: Submit one invoice per email as PDF file.		Courier mailing address: Preferred invoice submission - scan and email. Contact: NAM-B2Phelpdesk@finance- watertechnologies.com for Invoice status or invoice related questions. Reference PO number on Invoice		
BUYER NAME: G BUYER EMAIL:						
ITEM	MATERIAL NUMBER / DESCRIPTION	QUANTITY	CUSTOMER EXPECTED DELIVERY DATE	PRICE / UNIT	TOTAL PRICE	
	Material Rev.Lut: A	25,000 EA	03/09/2023	5.72 USD/1 EA	143.00	
				9	Net Total	USD 978.80
ITEM	MATERIAL NUMBER / DESCRIPTION	QUANTITY	CUSTOMER EXPECTED DELIVERY DATE	PRICE / UNIT	TOTAL PRICE	
	Vendor quote no:05133861 NOTE: Suez terms and conditions per this purchase order will prevail We are excited to share that SUEZ - Water Technologies & Solutions is now part of Veolia and will be doing business as Veolia Water Technologies & Solutions. As a result, our email address has changed, please make sure to send order confirmation & shipping notification to our new WTS email address: --- Please ship order complete --- The requested date on this order, is the delivery date at the destination. Please ship earlier to account for estimated transit time. Please ensure that your confirmation indicates the date when the product will be DELIVERED to Suez Water Technologies. Your promise date should include a 2 day buffer, to allow for Suez Water Technologies Receiving to post the receipt without your company being reported as late. Suez expectation is that your confirmation is received ASAP and within 48 hours. *** ALL TECHNICAL ISSUES, DESCRIPTION CHANGES, PRICE CHANGES AND DELIVERY DATE CHANGES MUST BE COMMUNICATED TO THE BUYER jjesh.r@veolia.com ON RECEIPT OF THIS PO.*** Freight Instructions: - A complete packing list is required. - Please include Suez reference number on all documents.				7	

1. Veolia WTS Legal Entity Name
2. VWTS Purchase Order Number and Date
3. Vendor details
4. Delivery Address
5. Bill to Address and Invoice submission email ID and Address
6. Shipping and Payment Terms
7. Email Address for Order confirmation, VWTS contact person and other details
8. PO body including Line item, Material Number, Delivery date, quantity, price, Total value
9. Purchase order currency and net value
10. Buyer Name and Email ID