

VALID AS FROM JUNE 1st, 2025

Dear supplier,

Deloitte accepts invoices on paper or electronically, in PDF format. For the system to function optimally, it is critical for invoices to be drawn up correctly and for them to **include all necessary details**.

We therefore stress the need to make sure that the following information is correctly provided on all invoices:

- Invoices must be addressed to the appropriate Deloitte entity and must carry the appropriate VAT number. As a reminder, here is a list of the relevant entities and their VAT numbers :

<u>Entity</u>	<u>VAT Number</u>
Deloitte Bedrijfsrevisoren bv	BE 0429.053.863
Deloitte Accountancy, Tax & Legal Services bv	BE 0443.578.822
Deloitte Forensic Services bv	BE 1020.897.284
Deloitte Consulting & Advisory bv	BE 0474.429.572
Deloitte Services & Investments nv	BE 0402.910.779
Deloitte Global Tax Center (Europe) bv	BE 0835.959.064

- Invoices sent electronically should be emailed to AccountsPayable@deloitte.be.

The following conditions need to be fulfilled:

- The **subject** line must contain the vendor name and invoice reference.
- Invoices can **only** be accepted in PDF form.
- Each PDF can only be one invoice.
- Attachments can be send in any format as you see fit.
- Each invoice must indicate a **Purchase Order Number**. This may be a WBS, GAAX or Purchase Order Number. Should you not have this information, please get in touch with your contact person at Deloitte, who will provide you with the necessary details.
- In addition to the Purchase Order Number, each invoice must indicate your **contact person** at Deloitte.
- The address mentioned on the invoice should be:
Deloitte entity (see list above)
Att: Central Finance
Gateway building
Luchthaven Brussel Nationaal 1J
1930 Zaventem

We can only process your invoice if it contains the information indicated above and is created in accordance to the Belgium invoicing regulations. Invoices that do not comply, will not be accepted.

Please contact the finance department if you require any additional information via begsvfinapvim@deloitte.com

Many thanks for your cooperation.

Yours faithfully,

Supplier Accounting