

Dear supplier,

As part of the ongoing implementation of mandatory electronic invoicing regulations, CN Rood is enhancing its invoice processing procedures through the Peppol network.

About Peppol

Peppol is an international, secure network through which businesses and government bodies exchange standardised electronic documents, such as e-invoices. It stands for **Pan-European Public Procurement Online** and functions as a kind of digital post office, enabling systems from different organisations to communicate with one another seamlessly. Peppol is all about fast, efficient, borderless trade. More info at peppol.org

Belgian suppliers

In accordance with mandatory Belgian e-invoicing requirements, CN Rood will no longer process PDF invoices from Belgian suppliers. All invoices must be submitted through Peppol. If your organization believes it is exempt from this obligation, please contact us our finance administration team at finance@cnrood.com and provide the relevant information so we can review your situation.

European and international suppliers

For suppliers based outside Belgium, the use of the Peppol network is not mandatory under current regulatory requirements, and PDF invoices will therefore continue to be accepted. However, should your organisation already be connected to the Peppol network, or should you plan to transition to electronic invoicing via Peppol in the future, we would kindly ask you to inform us accordingly, so that we may support the setup and ensure your invoices are processed electronically. Please contact our finance administration team at finance@cnrood.com.

Invoice Submission Process

Please submit all invoices **exclusively to invoice.processing@cnrood.com**. This mailbox will get reserved for automated invoice processing and does not respond to queries moving forward. For any other accounts payable inquiries, contact our finance administration team at finance@cnrood.com.

Please note that all invoices must be submitted to the relevant ordering CN Rood entity. Should an invoice be issued to an incorrect entity, we will be required to request a credit note and a new

invoice bearing the correct VAT number. An overview of the various CN Rood entities and their corresponding details is provided below:

CN Rood Entities	Entity Address Details	Entity VAT and Peppol Details
C.N.Rood NV/SA	Z.1 Researchpark 40 1731 Zellik Belgium	VAT: BE0402241479 Peppol ID: 0208:0402241479
C.N.Rood BV	Blauw-roodlaan 280 2718 SK Zoetermeer The Netherlands	VAT: NL001191391B01 Peppol ID: 9944:nl001191391b01 (VAT Based) 0106:27026414 (COC based)
C.N. Rood Nordics AB	c/o Baker Tilly Mlt KB, Nordenskiöldsgatan 11B, 211 19 Malmö Sweden	VAT: SE5593291478 01 Peppol ID: 0007:5593291478

To ensure timely processing, please always include our Purchase Order (PO) number in the invoice and, when submitting through Peppol, enter it in the XML field "Purchase Order Reference".

Please note that

- One invoice may only reference one PO number
- The PO number must be stated exactly as provided by CN Rood (PO-xxxxxxx)
- If your system supports embedded PDF's with peppol invoices, please submit them this way.
- Invoices should reference our purchaser's name who placed the PO with you.

Invoices that do not comply with these requirements may be delayed in processing and payment.

Should you have any questions regarding Peppol connectivity or invoice submission, please contact us.

If you have already been in contact with us on this subject, feel free to ignore this message.

Thank you for your cooperation.

Kind regards,
The finance team
finance@cnrood.com