



## AGFA GRAPHICS REQUIREMENTS FOR SUPPLIER INVOICING

The following invoice requirements are in effect for all invoices sent to Agfa NV and its branches and Agfa-Gevaert Graphic Systems GmbH in Wiesbaden. Please make sure to follow these invoice guidelines to enable timely payment of your invoice(s).

Complete and accurate information is required for payment. Failure to meet any of the following invoice requirements may result in the rejection of your invoice and a delay in payment:

1. Suppliers must send the original invoice (in PDF or JPEG format) directly to the (invoices) email address:
  - a. For Agfa NV and its branches : [APinvoicesGS@agfa.com](mailto:APinvoicesGS@agfa.com)
  - b. For Agfa-Gevaert Graphic Systems GmbH : [APinvoicesWiesbaden@agfa.com](mailto:APinvoicesWiesbaden@agfa.com)

Please be aware that emails need to be sent directly to this email box to be considered genuine. A forwarded mail, via a third person, is legally not accepted as an official document. No other copies may be sent to another email address at Agfa and no paper invoice is to be sent.

If, for any particular and exceptional reason, paper invoices are sent, this will result in a delay of the invoice processing and payment. Paper invoices need to be sent to :

**Agfa NV (Spółka Akcyjna) Oddział w Polsce**  
**Financial Shared Service Center - AP**  
**Jutrzenki 137A,**  
**02-231 Warszawa, Poland**

2. Each invoice must be issued to the correct Agfa Graphics entity (buyer) and contain following information:
  - a. Correct legal entity name
  - b. Address
  - c. VAT number
  - d. Reference to Agfa's company code in the invoice address
    - This reference should be mentioned as an additional line in the name and address of the invoicing entity as follows **FSSC / xxxx**

Example: Agfa NV - Zweigniederlassung Österreich  
**FSSC / 1165**  
Diefenbachgasse 35 /3/5/15  
1150 Wien

You can find the company code for each of Agfa Graphics' legal entities (and their branches) in below table.

3. Each invoice must include following information:
  - a. Agfa Graphic's PO number – 10 digit beginning with 455, 55 or 47 (ES)
    - Each invoice must contain as much as possible the same details as on Agfa's Purchase Order such as our material number, description, quantity, contract number, delivery date.
    - Goods and services must be invoiced on separate lines and must refer to the appropriate PO line item # (with corresponding quantity, unit of measure and price as outlined in the PO)
    - Additional miscellaneous charges (i.e. sales tax, freight) MUST be separate items on the invoice
  - b. A valid email address of your Agfa Graphics contact person
    - This is especially required in the exceptional case there is no PO number
  - c. All invoicing data of the supplier:
    - Supplier's name and address
    - Invoice number
    - Invoice date
    - Invoice address
    - VAT registration number
  - d. A valid supplier email address which will be used to return the non-compliant invoices
  - e. If VAT is being charged, invoice must include:
    - Rate of VAT
    - Amount of VAT charged
4. Changes to supplier name, banking instructions, etc. should be submitted to Agfa Graphics immediately (see email addresses below), prior to issuing an invoice.  
Please be informed that some changes will be cross checked in order to avoid fraud.

If any of the above-mentioned information is missing, we will be obliged to return the invoice and request a new corrected one.

For issues/questions regarding the Agfa Graphics purchase orders, please contact your regular Buyer contact within the Agfa Graphics Group.

For any other questions, please contact the Accounting Department via e-mail :

- For Agfa NV and its branches : [APinfoGS@agfa.com](mailto:APinfoGS@agfa.com)
- For Agfa-Gevaert Graphic Systems GmbH : [APinfoWiesbaden@agfa.com](mailto:APinfoWiesbaden@agfa.com)

Country	Country	Company name you are billing	Address	VAT-number	CoCd
AT	Austria	Agfa NV Zweigniederlassung Österreich	Diefenbachgasse 35/3/5/15, 1150 Wien, Austria	ATU62823546	<b>1165</b>
CH	Switzerland	Agfa, Mortsel/Belgien, Zweigniederlassung Dübendorf/Schweiz	Stettbachstrasse 7, 8600 Dübendorf, Switzerland	CHE-467.242.231 MWST	<b>1166</b>
CZ	Czech Republik	Agfa NV - organizační složka CZ	Litvínovská 609/3, PSČ 190 00, Praha 9 - Prosek, Czech Republic	CZ24123871	<b>1157</b>
DE	Germany	Agfa NV Zwiagniederlassung Deutschland	Paul-Thomas-Str. 58, 40599 Düsseldorf, Germany	DE249783289	<b>1167</b>
DE	Germany	Agfa-Gevaert Graphic Systems GmbH	Kasteler Strasse 45, 65203 Wiesbaden / Am Coloneum 2-6, 50829 Köln	DE814416783	<b>1080</b>
DK	Denmark	Agfa, filial af Agfa NV, Belgien	Birkerød Kongevej 150B, 3460 Birkerød, Denmark	DK33757085	<b>1159</b>
ES	Spain	Agfa NV - Sucursal en España	Calle Gaspar Fabregas i Roses, N° 81 (Planta 3), 08950 Esplugues De Llobregat (Barcelona), Spain	ESW0172342H	<b>1168</b>
FI	Finland	Agfa NV, Suomen Sivuliike / Finnish Branch	Lars Sonckin Kaari 16 02600 Espoo, Finland	FI24189880	<b>1163</b>
FR	France	Agfa	21 Avenue de Colmar, 92565 Reuil-Malmaison Cedex, France	FR94799376025	<b>1172</b>
GB	Great Britain	Agfa NV - UK branch	Vantage West, 11 Floor, Great West Road, Brentford, Middlesex TW8 9AX - Great Britain	GB894400415	<b>1169</b>
HU	Hungaria	Agfa NV - Magyarországi Fióktelepe / Hungarian Branch	Dohány utca 12-14, 1074 Budapest, Hungary	HU23531482	<b>1171</b>
IE	Ireland	Agfa NV - Irish Branch	Vantage West, 11 Floor, Great West Road, Brentford, Middlesex TW8 9AX - Great Britain	IE9807087Q	<b>1164</b>
IT	Italy	Agfa NV - Filiale italiana	Via Massimo Gorki, 69, 20092 Cinisello Balsamo, Milano, Italy	IT08271110960	<b>1173</b>
NL	The Netherlands	Agfa NV - Dutch Branch	Polakweg 10-11, 2288 GG Rijswijk ZH	NL817134323B01	<b>1158</b>
NO	Norway	Agfa NV	Sandakerveien 121, 0484 Oslo, Norway	(NO) 990209332 MVA	<b>1161</b>
PL	Poland	Agfa NV (Spółka Akcyjna) Oddział w Polsce	Jutrzenki 137A, 02-222 Warszawa, Poland	PL5262938543	<b>1170</b>



Country	Country	Company name you are billing	Address	VAT-number	CoCd
PT	Portugal	Agfa NV - Sucursal em Portugal	Rua dos Malhoe, Centro Regnus-Edificio D. Pedro I, fregesia de Paço d' Arcos, Oeiras, Lisboa, Portugal	PT980451825	<b>1160</b>
SE	Sweden	Agfa NV Belgien, Filial Sverige	Box 6, 164 93 Kista, Sweden	SE516407527601	<b>1162</b>

Country	Country	Company name you are billing	Address	VAT-number	CoCd
BE	Belgium	Agfa NV	Septestraat 27, 2640 Mortsel, Belgium	BE0456366588 CHE-113.443.293 MWST LU12006088 ATU62823546 CZ24123871 DE249783289 DK33757085 ESW0172342H FI24189880 FR94799376025 GB894400415 HU23531482 IE9807087Q IT08271110960 NL817134323B01 (NO) 990209332 MVA PL5262938543 PT980451825 SE516407527601	<b>0898</b>