



SUPPLIER INVOICING GUIDELINES

Belron® Canada operates with a centralized accounts payable system using an optical character recognition (OCR) tool to improve the accuracy of our invoice processing. To ensure you will be paid on time, please read the necessary requirements below when invoicing Belron® Canada and its Corporate divisions. Invoices and credit notes that do not respect these requirements will be rejected and returned to you. You will need to correct and resubmit them for processing and payment. Please refer to the Appendix A for our sample Invoice.

Two options are available to submit your invoices

By email:

- Save your invoices in PDF format. Be sure to save each invoice as a separate PDF file, regardless of the number of pages of the invoice. Do not include several invoices in the same PDF file (one invoice = one PDF; two invoices = two PDFs).
- Attach the PDF file(s) to an email and send it to:

Epayables@BelronCanada.com

- Please note that only invoices and credit notes may be sent to this address.
- Do not send account statements to this email address, since emails are not read.

By regular mail:

If you are unable to send us your invoices by email, you may send them to the address below. Please note, however, that invoices received by email will be processed first.

Belron Canada
8288 Boul. Pie IX
Montreal (Quebec) H1Z 3T6

Note: An additional copy of the invoice must also be provided upon delivery of merchandise (or at pick-up).

Payment Method Requirements:

Belron® Canada requires all its suppliers to accept payments via EFT (Electronic Fund Transfer).

This payment method is more secure and efficient, since transfers cannot get lost, stolen or delayed during the transit. Suppliers do not have to pay any fees, and payment notices are sent automatically by email.

Electronic payment is an eco-friendly solution as it helps eliminate paper waste.

You can add or update your banking information by sending an email to:

EFTvendor@BelronCanada.com .

Account Statements:

Statements should be sent by email to: APstatements@BelronCanada.com .

Otherwise by mail at: **Belron Canada**
8288 Boul. Pie IX
Montreal (Quebec) H1Z 3T6

For Assistance:

To prevent delays in processing your invoices, you must comply with these requirements. Please make this clear to your billing department. Should you have any questions, do not hesitate to email us at: Qpayables@BelronCanada.com .

Kindest regards,

Manon Labrie
Accounts Payable & General Services Manager
Belron® Canada

APPENDIX A

Points 1 to 9 below refer to fields on **SAMPLE INVOICE**

Supplier Information:

1. Supplier and remittance information: full legal name of company; complete business address must include postal code; "remit to" mailing address (if different from business address); phone number; email address.
2. Supplier invoice number and invoice date.
3. Tax registration number(s), for invoices with Canadian tax charges, a registration number must be provided for each (e.g., GST, HST, PST, and QST).

Bill to:

4. Name: Belron® Canada or a division of Belron® Canada (distribution centres, warehouses or corporate stores) and the complete address with postal code.

Ship to:

5. Name and complete address including **postal code** of the location where the goods and services were rendered (shipping address may differ from billing address). The 4-digit department number, distribution centre, warehouse or corporate store must clearly be identified as **DEPT.: XXXX** in the header of the invoice.

Purchase Order number / Packing Slip:

6. Supplier must indicate a P.O. number when a purchase order number is provided. If applicable, the packing slip number must also be indicated on the invoice.

Tax charges:

7. Tax charges must be itemized according to the sales tax (GST, HST, PST, and QST) with the applicable tax rate of the province where the goods were delivered, or where the service was rendered.

Amount due:

8. The total invoice amount due and currency must be clearly indicated.

Additional invoice information:

9. Comments or special instructions; reference to a contract agreement; quote and total quantity shipped must be indicated. Description of credits and adjustments with reference to original invoice and/ or purchase order number.

APPENDIX A

SAMPLE INVOICE

All Non-Compliant invoices or credit notes will be rejected for processing. To ensure compliance per our requirements, please see fields below which must be present on your invoice:

INVOICE

Supplier name:
 Street Address:
 City, Province or State: 1
 Postal Code:
 Phone number:
 Email address:

2 INVOICE #: _____
 INVOICE DATE: _____

“Remit To” mailing address, if different from business address.

Registration number must be provided for each (e.g., GST, HST, PST, and QST) 3

BILL TO:
 Name: Belron® Canada or a division of Belron® Canada
 Street address:
 City, Province: 4
Postal code:

SHIP TO:
 Name: Belron® Canada or a division of Belron® Canada **DEPT.: XXXX**
 Street address:
 City, Province: 5
Postal code:

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SALESPERSON	P.O. #	PACKING SLIP #	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
9	Comments or special instructions:		
TOTAL QUANTITY:			

SUBTOTAL	
SHIPPING & HANDLING	
7 TAX	
TOTAL DUE	
CURRENCY	

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