



**ARMOR**

INDUSTRY FOR PEOPLE

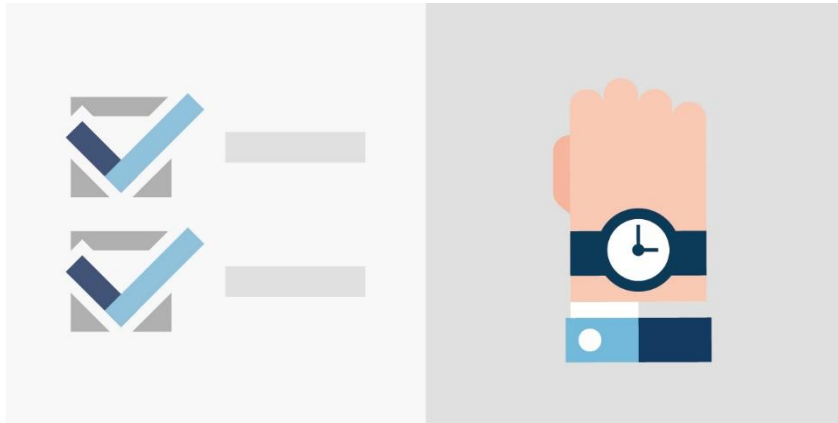
# SUPPLIER INVOICE CHARTER,

## A collective challenge !

July 2019



## TOGETHER WE are becoming more efficient!

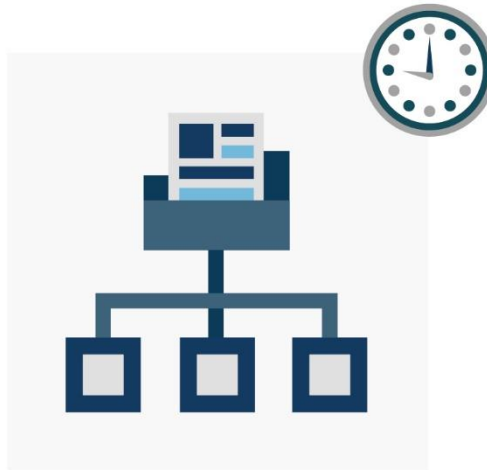


### YOU

Respect the Supplier  
Invoice Charter

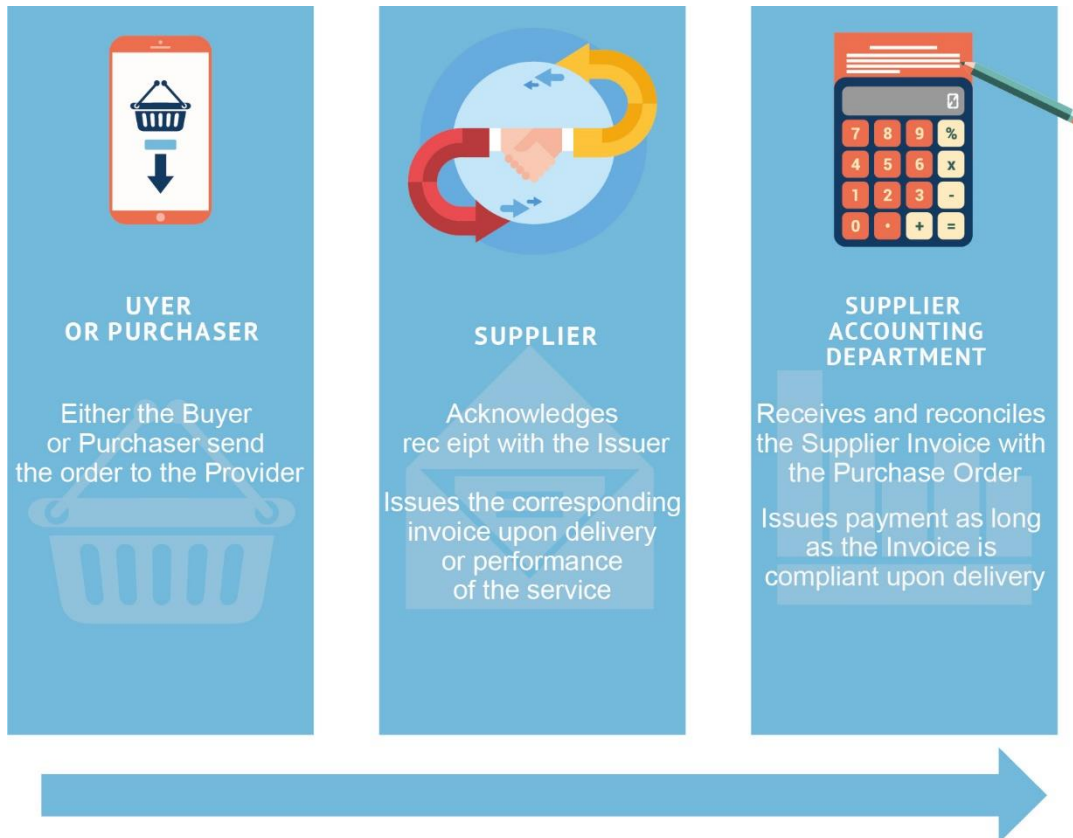
### US

We strive to process  
Your invoices as promptly as possible



- ✓ Invoices paid on time
- ✓ Handling time optimisation

## The Life Cycle of an ARMOR Purchase Order



### ▲ Buyer or Purchaser, Purchase Order Issuer

The ARMOR Buyer is guarantor of the Supplier Relationship and therefore responsible for price negotiations and payment conditions, as well as order tracking. Case depending, the Buyer or Purchaser places an order with the Supplier following consultation with the internal requester.

∅ Purchasing Order from ARMOR → ∅ Payment

### ▲ The Supplier Accounting Department, Payment Issuer

The ARMOR Supplier Accounting Department is responsible reconciling Supplier invoices with Purchase orders. In this capacity, it verifies invoice conformity to the conditions agreed upon with the Buyer.

It then proceeds to register them, followed by validating payment as long as no discrepancies are detected between delivery, billing and the Purchase order.

**TO GUARANTEE INVOICE PAYMENT WITHIN THE SPECIFIED TIME, ENSURE THAT THEY CONTAIN ALL APPROPRIATE INFORMATION FOR PROCESSING!**

## The Supplier Invoice: Efficient processing necessities

- ▲ ARMOR Purchase Order No.
- ▲ ARMOR Purchase Order Issuer Name
- ▲ ARMOR Product Code – Technical and commercial designation
- ▲ Quantity – Unit Price (excl. VAT) – Total (excl. VAT) – VAT Total AND Rate applicable – Full Total
- ▲ Your bank details (IBAN & SWIFT/BIC Code)
- ▲ Your Intra-community VAT number
- ▲ The Payment Conditions agreed upon with the Buyer
- ▲ ARMOR Norm = 45 days from month-end or within 60 days
- ▲ We would like to take this opportunity to inform you of how we calculate the payment deadline of your invoices. For a payment 45 days from month-end, ARMOR counts 45 days as of the date of the invoice and goes to the end of that month. For example: An invoice dated 16th September, 2019 with a 45 days from month-end payment term will be paid on 30th November, 2019.

Attention: You must imperatively send two copies of your invoices to our Head office:

ARMOR SAS  
Service Comptabilité Fournisseurs  
20 Rue Chevreul – CS 90508  
44105 NANTES Cedex 4  
France

**Any invoices sent to delivery sites will not be taken into account**

## Don't forget !

- ▲ For payment to be processed, the associated order must precede any delivery or service.
- ▲ The Invoice must be sent to the ARMOR Supplier Accounting Department within reasonable time and enable compliance with the deadline.

### ▲ Dispute management

The origin of a claim may be a failure detected upon receipt or during use. Every claim must be backed up by evidence and/or encryption corresponding to the anomaly detected.

In this context, ARMOR strives to provide the Supplier with all necessary elements relevant to better understanding and handling of the anomaly as soon as possible.

If, during their contractual or commercial relationship, the Supplier and/or ARMOR meet a dispute, they commit to do everything to reach an amicable settlement together with the support of Armor internal mediator to search the solution the most adapted to the resolution of the dispute. Here is the e-mail contact address: [mediateur@armor-group.com](mailto:mediateur@armor-group.com). The internal mediator undertakes to reply within 10 days.

Further information may be found in our General Purchasing Conditions (§8 – Delivered Product Compliance).