

# Alcoa Invoicing Requirements

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Invoice processing and matching are electronic within Alcoa. To enable issue free processing, you are requested to send invoices that meet the following criteria. Compliance with these requirements below will ensure that your invoice is processed and matched timely and therefore paid on time. Non-compliance with these requirements may result in delayed payments.

1. Please submit valid VAT invoices (unless you are not registered for VAT) and generate your invoice with a good quality printer and avoid handwritten invoices.

If you are able to send your invoices electronically please send your invoice via email to the following email address: [apinvoices@alcoa.com](mailto:apinvoices@alcoa.com)

2. To facilitate our invoice processing please do NOT STAPLE the pages in case of a multi-page invoice.
3. Supplier name on the invoice has to match the supplier name on the corresponding Alcoa purchase order. If there is any difference between the supplier name shown on the purchase order and the correct name of your company, please send a modification request to the Buyer and ask for a correct purchase order.
4. Please indicate the full Alcoa Purchase Order (PO) number or the Blanket release number **on first page** of the invoice. E.g. 1034321AR line: 1-3, or in case of a blanket purchase agreement (stock item supply contract) 1030112-release 2.-line 23.
5. For PO number please contact your Alcoa Buyer/Requestor. If PO number does not exist, the name of the Alcoa person ordering your goods/services should be indicated on the invoice.
6. Separate invoices should be submitted for each Purchase Order /Blanket Release received. Each individual line on the invoice should contain the line number of the Purchase Order/Release Number to which it relates.
7. **Each invoice should contain only one (1) Alcoa purchase order number** (according to the relevant Delivery Note that is the basis of receipt). Separate Delivery Notes and invoices, containing always one (1) item are required when more than one PO is delivered simultaneously.
8. Terms on the invoice should match the Alcoa Purchase Order's terms. If there is any difference, please send a modification request to the Buyer and ask for a correct purchase order.
9. The invoice should show only the net, discounted price/amount. (Do not show the original price and the discount separately).

10. The invoice should show only the costs/expenditures that are included in the original purchase order. All invoices including items not listed on the PO will be placed on hold and will not be approved for payment without authorization from the buyer.
11. Data of goods/services covered by the invoice shall match those on the Purchase order. This applies particularly to the currency, unit of measurement and description of products/services. Ensure descriptions of goods/services match with the Purchase Order.
12. Please provide accurate company and bank information. Should any changes in your company data (company name, VAT id, registered address) or bank data occur please send a formal communication to the following e-mail address: [MDMSupplier@alcoa.com](mailto:MDMSupplier@alcoa.com)
13. Any invoice is to be issued only after the delivery of goods/services. Delivery of services is to be confirmed by the relevant Alcoa individual with a Final Job Sheet. The invoice should be issued based on this document.
14. Alcoa pays invoices based on a pre-agreed schedule through the week. Supplier's invoice will be paid either on the first payment day after the due date or on the closest payment date prior to the due date. Special payments dates are exceptions. Payments arriving at your bank account after the due date because of these reasons are not considered as late payments. The payment arrangement can only be changed by specific agreement with the supplier.
15. Where there is a down payment required prior to delivery, a separate invoice should be raised for the down payment.
16. As it is an EU requirement, please indicate the customs tariff number and the net weight of the delivered goods on the invoice.
17. Please indicate the name of the appropriate entity as well on the invoice. E.g. ALCOA Norway ANS has 3 entities: Lista/Farsund, Mosjoen or Oslo.

**INVOICING ENTITY**

Invoice shall be addressed to the correct ordering Alcoa Legal Entity Name as stated on the purchase order. (Due to Tax Compliance reasons invoices issued for an incorrect Alcoa company cannot be processed and will be returned unpaid in every case.)

Country	INVOICING ENTITY	SEND THE INVOICE TO
ES	<b>ALCOA INESPAL S.L.U.</b> Pedro Teixeira 8 28020 Madrid ESPAÑA VAT No: A28000164	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>
ES	<b>ALUMINA ESPAÑOLA S.A.</b> Pedro Teixeira 8 28020 Madrid ESPAÑA VAT No: A36006278	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>
ES	<b>ALUMINIO ESPAÑOL, S. L.</b> Pedro Teixeira 8 28020 Madrid ESPAÑA VAT No: B36006260	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>
HU	<b>Alcoa Shared Services Hungary Kft.</b> Székesfehérvár Verseci u. 1-15. 8000 HU25502293	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>
IS	<b>Alcoa Fjarðaál sf</b> Hraun 1 730 Fjardabyggd ICELAND VAT No: .520303-4210	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>
IT	<b>Alcoa Trasformazioni Srl</b> Piazza Bertarelli 1 20122 MILANO, ITALY VAT No: IT02640570921	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>
IT	<b>Alcoa Servizi Srl</b> Piazza Bertarelli 1 20122 MILANO ITALIA VAT no: IT00859860157	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>

Country	INVOICING ENTITY	SEND THE INVOICE TO
NO	<b>Alcoa Norway AS</b>  Havnegata 40 NO-8663 MOSJØEN, NORWAY VAT no: NO928 825 345	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>
CH	<b>Alcoa Holland BV, Geneva Branch</b>  c/o Python, Rue du Rhône 23 1204 Geneva Switzerland CHE-411.189.843 TVA	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>
NL	<b>Alcoa Holland B.V.</b>  Weena 798 3014 DA Rotterdam The Netherlands N856212696B01	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>
NL	<b>Alcoa Nederland Holding BV</b>  Weena 798 3014 DA Rotterdam The Netherlands NL856361926B01	<a href="mailto:APinvoices@alcoa.com">APinvoices@alcoa.com</a>

Should you have any questions on the above requirements please do not hesitate to contact your Alcoa buyer.

Invoices which do not meet the above requirement may be returned or credit note is requested from you. Alcoa does not assume any responsibility for payment delays caused by such actions and by the Alcoa payment processes defined in this document and would in no case accept penalty due to delayed payment.

Alcoa payment days and schedules are available via the following link:

[https://www.alcoa.com/eur\\_supplier/invoicing-payment](https://www.alcoa.com/eur_supplier/invoicing-payment)

## **AlcoaDirect – Requesting information on invoices/payment**

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In order to provide you a quick and convenient manner to get invoice/payment related information Alcoa has developed a web site where suppliers have access to:

- Information about invoices processed for the supplier
- Payment status of the invoices (paid, approved for payment, invoice blocked)
- Remittance information (invoices included in payment batch)

Instead of telephone calls we encourage you to visit this web site when you need information on payments.

If you plan to use the above web site, please go to [www.alcoadirect.com](http://www.alcoadirect.com) and select the “Register here now” option or directly access the online registration form on the following page:

[http://www.alcoa.com/global/en/about\\_alcoa/alcoadirect\\_register\\_select.asp](http://www.alcoa.com/global/en/about_alcoa/alcoadirect_register_select.asp)

Every supplier will have access only to their own data.

### **E-mailing remittance advices**

It is also possible to send you remittance advices via e-mail. To enable this service please send your e-mail address to the **Accounts Payable/Customer Service Team** along with your request to: [EURCustomerCare@alcoa.com](mailto:EURCustomerCare@alcoa.com)

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### **ALCOA Global Shared Services Accounts Payable/Customer Service Team**

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This group is providing support in any invoice related issues on the major European languages, however the preferred language of communication is English.

Please send your email to the following address: [EURCustomerCare@alcoa.com](mailto:EURCustomerCare@alcoa.com)