

# 1. Ariba PLATFORM

The Supplier and Proximus commit to exclusively use the Ariba platform for receiving Purchase Orders and sending invoices.

Proximus and the Supplier will collaborate on the implementation of the use of Ariba on the understanding that each Party bears the cost of its own developments.

# 2. BILLING AND PAYMENT TERMS

2.1 The Supplier and Proximus expressly agree to no longer use paper and PDF invoices.

The Supplier exclusively presents invoices via the Ariba platform, the format of which is communicated to him by Proximus.

The Supplier is responsible for the correct sending of his invoices. Invoices that do not respect the format communicated by Proximus will be rejected.

The Supplier will also comply with the additional instructions set out in the Invoicing Charter, available on the Proximus supplier portal: [www.proximus.com/suppliers](http://www.proximus.com/suppliers).

The Service Provider shall invoice Proximus [monthly OR at the end of a phase OR once at the end of the Agreement], according to the provisions of Article 2.

As soon as the Supplier has been informed that his good or service has been received, the Supplier may invoice, unless stipulated otherwise in the agreed terms and conditions or in the Purchase order.

2.2 Invoices are issued in accordance with Belgian law.

The Supplier's invoice must contain the following information:

The Proximus information:

- A. The number of the Proximus Purchase Order (= PO number)  
Each invoice can only refer to one Purchase Order = Purchase Order number
- B. The lines of the invoice must be a true copy of the purchase order, with for each line invoiced:  
Exactly the same number as the line item number of the purchase order (e.g. either 1, 2, 3,... or 10, 20, 30,...)  
The description of the line item  
The quantity and the respective prices of the invoiced items  
**The required legal notices, among others:**
- C. The word "facture or factuur or invoice", the unique invoice number, the date and place of issue of the invoice
- D. The identity of the Supplier:  
Full name, registered office address, VAT number, RPR and bank account number

- E. The identity of the client:  
Full name (Proximus S.A. under public law, ConnectImmo S.A., Proximus Media House S.A.), address, VAT number
- F. The date of delivery of the goods  
or the date of delivery of the services  
or the date of receipt of payment or part of it, insofar as this date is established and different from the date of issue of the invoice
- G. Description, quantity of goods and/or services supplied and respective prices of invoiced items  
**The information on the invoice line must exactly follow the numbering of the corresponding line on the purchase order.**
- H. Price (divided by transaction or object when different VAT rates apply), discount granted
- I. The amount excluding VAT, the VAT rate (percentage) and the VAT amount by rate, the total amount payable.

Proximus accepts that a Purchase Order may be the subject of several invoices, provided this has been previously agreed in writing between the Parties.

### 2.3 Period:

Any invoice shall be paid within sixty (60) Calendar Days following the end of the month of issue, provided however that the invoice (including provision thereof) complies with the terms of the Agreement and subject to acceptance of the Deliverables by the Customer in accordance with the Acceptance Procedure.

Proximus reserves the right to refuse or delay the payment of any invoice until it receives an invoice drawn up in accordance with the above rules.

The payment shall be made to the bank account number initially communicated by the Supplier to Proximus and mentioned on the invoice that is issued in the name of the Supplier. For security reasons, in the event of any change of the bank account, Proximus reserves the right to ask to the Supplier a bank certificate attesting that the new bank account is opened on the name of the Supplier. Proximus shall be entitled to delay the payment of the invoice until the bank certificate is received.

### 2.4 Should Proximus fail to comply with these payment terms, the Service Provider shall serve notice of default on Proximus by registered letter.

If no payment is received from Proximus within two weeks of the notice of default having been served, the Service Provider shall be entitled to the payment of interest on the sum due at the legal rate, per calendar day in arrears.