**Howmet Invoicing Requirements** 

Invoice processing and matching are electronic within Howmet. 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 hand written invoices.

If you are able to send your invoices electronically please send your invoice via email to the following email address: eueinvoice@howmet.com (applicable only for the specified locations – see below location list)

1. To facilitate our invoice processing please do NOT STAPLE the pages In case of a multi-page invoice.
2. Supplier name on the invoice must match the supplier name on the corresponding Howmet 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 Howmet Buyer and ask for a correct purchase order.
3. Please indicate the full Howmet 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.
4. For PO number please contact your Howmet Buyer/Requestor. If PO number does not exist, the name of the Howmet person ordering your goods/services should be indicated on the invoice.
5. 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.
6. Each invoice should contain only one (1) Howmet 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.
7. Terms on the invoice should match the Howmet Purchase Order’s terms. If there is any difference, please send a modification request to the Howmet Buyer and ask for a correct purchase order.
8. The invoice should show only the net, discounted price/amount. (Do not show the original price and the discount separately).
9. 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.
10. 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.
11. 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 an email to MDM EUR Supplier Maintenance Team (MDMEURSupplierMaintenanceHowmet@Howmet.com ).
12. Any invoice is to be issued only after the delivery of goods/services. Delivery of services is to be confirmed by the relevant Howmet individual with a Final Job Sheet. The invoice should be issued based on this document.
13. Howmet 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.

1. Where there is a down payment required prior to delivery, a separate invoice should be raised for the down payment.
2. As it is an EU requirement, please indicate the customs tariff number and the net weight of the delivered goods on the invoice.
3. Please correctly address your invoices to the Entity as detailed on the Howmet Purchase Order.

**INVOICING ENTITY**

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

**MAILING ADDRESS**

**SEND THE INVOICE TO the address below (Right column in the following table)!**

|  |  |  |
| --- | --- | --- |
| **Country** | **INVOICING ENTITY** | **SEND THE INVOICE TO** |
| CH | **Howmet Europe SARL**Rue de la Cité 11204 GenevaVAT No: CH105.906.598  | **Howmet Europe SARL**Rue de la Cité 11204 Genevaeueinvoice@howmet.com |
| BE | **HOWMET Finance & Services Belgium B.V.B.A.**Tervantstraat 2BB-3583 BeringenBELGIUMVAT No: BE0406907872 | **HOWMET Finance & Services Belgium B.V.B.A.**Tervantstraat 2BB-3583 BeringenBELGIUM |
| DE | **Fairchild Fasteners Europe – Camloc GmbH** | **Fairchild Fasteners Europe – Camloc GmbH** |
| Industriestrasse 6 | Industriestrasse 6 |
| 65779 Kelkheim | 65779 Kelkheim |
| DEUTSCHLANDVAT No: DE811265875 | DEUTSCHLANDKEL\_Invoices@howmet.com |
| DE | **Fairchild Fasteners Europe - VSD GmbH** | **Fairchild Fasteners Europe - VSD GmbH** |
| Steven 3 | Steven 3 |
| 31135 Hildesheim-Bavenstedt | 31135 Hildesheim-Bavenstedt |
| DEUTSCHLAND | DEUTSCHLAND |
| VAT No: DE115972675 | HILAPInvoices@howmet.com |
| DE | **HOWMET FASTENING SYSTEMS AICHACH GmbH** | **HOWMET FASTENING SYSTEMS AICHACH GmbH** |
| Robert-Bosch-Str. 4 | Robert-Bosch-Str. 4 |
| 86551 Aichach | 86551 Aichach |
| DEUTSCHLAND | DEUTSCHLAND |
| VAT No: DE812829512 | AICFinanceDL@howmet.com |
| ES | **HOWMET RENOVABLES SLU** | **Howmet-Kofem Kft.**  |
| Av. de Alberto de Alcocer 46, Chamartín | 8050 Szekesfehervar, PO Box/ Pf. 352. |
| 28016 Madrid | Hungría |
| ESPAÑA | eueinvoice@howmet.com |
| VAT No: B31209026 |  |
| FR | **HOWMET FIXATIONS SIMMONDS SAS** | **HOWMET FIXATIONS SIMMONDS SAS** |
| 9 Rue des Cressonnières | 9 Rue des Cressonnières |
| 72110 Saint Cosme en Vairais | 72110 Saint Cosme en Vairais |
| FRANCE | France |
| VAT No: FR 51320443393 | Veronique.Chopin@howmet.com |
| FR | **HOWMET FIXATIONS SIMMONDS SAS** | **HOWMET FIXATIONS SIMMONDS SAS** |
| St-Christophe, 15 Rue du Petit Albi | St-Christophe, 15 Rue du Petit Albi |
| 95800 Cergy | 95800 Cergy |
| FRANCE | France |
| VAT No: FR 51320443393 | Marie-France.Thuillot@howmet.com |
| FR | **Howmet CIRAL SNC** | **Howmet CIRAL SNC** |
| Zone de la Présaie | Zone de la Présaie |
| 53600 EVRON | 53600 EVRON |
| FRANCE | FRANCE Or**Howmet CIRAL SNC**PO BOX 3528002 Szekesfehervar |
| VAT No: FR13306617259 | eueinvoice@howmet.com |
| FR | **Howmet SAS** | **Howmet SAS** |
| Zac des Grandes Prés | Zac des Grandes Prés |
| 14160 Dives sur Mer | 14160 Dives Sur Mer |
| FRANCE | FRANCE |
| VAT No: FR32562109801 | eueinvoice@howmet.com  |
| FR | **Howmet SAS**68 - 78 rue du Moulin de CageBP 147, F-92230GENNEVILLIERSFRANCEVAT No: FR32562109801 | **Howmet SAS**68 - 78 rue du Moulin de CageBP 147, F-92230GENNEVILLIERSFRANCEeueinvoice@howmet.com |
| FR | **MECAERO SNC** | **MECAERO SNC** |
| Boulevard du Grand Castaing | Boulevard du Grand Castaing |
| Roques sur Garonne | Roques sur Garonne |
| 31128 PORTET SUR GARONNE | 31128 PORTET SUR GARONNE |
| FRANCE | FRANCE |
| VAT No: FR 36321774713 | TOUComptaFournisseurs@howmet.com |
| FR | **HOWMET FASTENING SYSTEMS SAS** | **HOWMET FASTENING SYSTEMS SAS** |
| 15 Rue du Petit Albi | 15 Rue du Petit Albi |
| 95800 Cergy St Christophe | 95800 Cergy St Christophe |
| FRANCE | FRANCE |
|  |  |
| VAT No: FR48410970388 | annie.cuadra@howmet.com |
| FR | **HUCK FRANCE SA** | **HUCK FRANCE SA** |
| Le Clos d'Asseville | Le Clos d'Asseville |
| 95450 Us par Vigny | 95450 Us par Vigny |
| FRANCE | FRANCE |
|  |  |
| VAT No:  | HUFPAYABLES@howmet.com |
| GB | **HOWMET LTD** | **Howmet -Kofem Kft.** |
| Kestrel Way, Sowton Ind. Estate | 8002 Szekesfehervar, PO Box/ Pf. 352. |
| Exeter Devon | Hungary |
| EX27LG |  |
| EnglandVAT No: GB140906095 | eueinvoice@howmet.com |
| GB | **HOWMET FASTENING SYSTEMS LIMITED**Stafford Park 7 | **HOWMET FASTENING SYSTEMS LIMITED** Stafford Park 7 |
| Telford, Shropshire | Telford, Shropshire  |
| England | England |
| TF3 3BQ | TF3 3BQ |
| VAT No: GB 404 1127 12 | Donna.Masefield@howmet.com |
| HU | **Howmet-Kofem Kft.** | **Howmet -Kofem Kft.** |
| Székesfehérvár | 8002 Szekesfehervar, PO Box/ Pf. 352. |
| Verseci u. 1-15. | Hungary |
| 8000 | eueinvoice@howmet.com |
| VAT No: HU10584215 |   |

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

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

Howmet payment days and schedules are available on the [HowmetHub](file:///%5C%5CEURSZE-HUB44.EPFCO.COM%5CInfoShare%5CMyAlcoa%5CGBS%20-%20European%20Procurement%20-%20Rtp%5CAP%5CPayment_dates_HOWMET_EUR_LD1.xlsx) Sharepoint.

 **Howmet** **Direct – Requesting information on invoices/payment**

In order to provide you a quick and convenient manner to get invoice/payment related information Howmet 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.howmetdirect.com](http://www.howmetdirect.com)

and select the “Register here now” option or directly access the online registration form on the following page:

<https://www.howmetdirect.com/adRegisterSelect.jsp>

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: cshowmet@howmet.com

 **Howmet Global Shared Services – Accounts Payable/Customer Service Team**

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: cshowmet@howmet.com