



26. August 2024

## Important Information about System Changes – September 2024

### Dear Supplier,

As part of our upcoming system change on 1st September 2024, we would like to inform you about the specific changes that will affect our operations and invoicing processes. We hope this will make the processes easier and clearer for you.

### Operational Side

To suppliers of transport services, we will introduce our drivers app via BetterTruckin'. More information will be provided separately.

### Supplier Invoice

With this letter, we aim to ensure the Account Payable processes related to the management of your invoices are streamlined, ensuring costs are captured in the correct reporting month and payments are executed in a timely manner. This will enable us to continue providing the best service possible to our suppliers and partners. Therefore, it is crucial to highlight that all invoices must adhere to the following guidelines:

#### 1. Invoice Format:

All invoices, including all supporting documentation, must be consolidated into a single PDF file. Please note that any invoice submitted in a format other than PDF WILL NOT be processed in our system. Additionally, only one PDF invoice is allowed per email if there is an attachment with the NTEX references (see point 2.).

#### 2. Reference Numbers:

All invoices should include one or more reference numbers provided by NTEX (e.g., 1010010011437) or the name of the person who placed the order. Any specifications or NTEX reference details may be attached separately in an Excel file (your e-mail can then only include one PDF invoice).

#### Summary to point 1 & 2:

- 1 PDF = 1 invoice
  - 10 PDFs = 10 invoices
  - 1 PDF + supporting documentation in Excel = 1 invoice + invoice attachment
  - 10 PDFs + supporting documentation in Excel = error
- (If you send several PDFs and supporting documentation in Excel the system will not know which invoice the Excel belongs to.)

#### 3. Invoicing Address:

The invoicing addresses remain the same:

NTEX AB: Box 8702, 402 75 Gothenburg, Sweden (VAT no: SE556648728501)



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NTEX LTD: Scandinavian Way, Stallingborough DN41 8DU, United Kingdom (VAT no.: GB310747385)

NTEX Logistics LTD: Trinity House Eastfield Road, South Killingholme, Immingham, North Lincolnshire, England, DN40 3DQ (VAT no: GB927247117)

NTEX AS: Toveien 21, 1540 Vestby, Norway (VAT no: 897015242MVA)

NTEX Terminal AS: Toveien 21, 1540 Vestby, Norway (VAT no: 914796911MVA)

NTEX Belgium BV: Loodswezenstraat 2, 8380 Zeebrugge, Belgium (VAT no: BE0881274692)

NTEX SAS: 5 rue Marcel Paul, 59113 Seclin, France (VAT no.: FR88377864657)

#### **4. New E-mail Addresses for Invoices Only:**

NTEX AB:	vendor.inv.se@ntex.com
NTEX LTD:	vendor.inv.uk@ntex.com
NTEX Logistics LTD:	vendor.inv.uk@ntex.com
NTEX AS:	vendor.inv.no@ntex.com
NTEX Terminal AS:	vendor.inv.noterminal@ntex.com
NTEX Belgium BV:	vendor.inv.be@ntex.com
NTEX SAS:	vendor.inv.fr@ntex.com

If a supplier invoices NTEX for a transport service, a POD/CMR must be sent together with the invoice in one PDF.

Please note that invoices not meeting the above-mentioned requirements will not be processed, which may result in delays in payments.

#### **Payment**

Payments will be issued within the agreed payment terms from the invoice arrival date, provided the invoice is correct. Invoicing fees, service fees, or other administrative charges are not accepted. Invoices with incomplete or inaccurate information will be returned for correction. The new due date is then calculated from the date the correct invoice arrives. Delay interest charges or fees are not accepted on invoices that do not meet our requirements.

Due to the transition period taking place at the beginning of September 2024, payments for invoices due between September 1st and September 16th might be delayed. Any queries about payment should be directed to our financial department:

NTEX AB:	financial@ntex.com
NTEX LTD:	accounts.uk@ntex.com
NTEX Logistics LTD:	accunts.uk@ntex.com
NTEX AS:	regnskap@ntex.no
NTEX Terminal AS:	regnskap@ntex.no
NTEX Belgium BV:	invoices.belgium@ntex.com
NTEX SAS:	financial.admin.lille@ntex.com



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### **What Will Not Change?**

If you as a supplier invoice NTEX Inrikes AB or Eurolink AB, you will continue to do so as per current routines.

We appreciate your cooperation and understanding during this transition. Should you have any questions, please contact your local NTEX representative.

Best regards,  
NTEX

Andreas Hoel Nikolic  
COO



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