

# Vendor Purchasing Instructions

## Payment and invoicing

### Introduction

ECFR is committed to dealing fairly and equitably with its suppliers, including prompt payment of valid invoices. The following instructions outline the requirements for suppliers to issue invoices for supplies and services provided to ECFR. It is imperative to adhere to these instructions to prevent invoice rejection and payment delays.

### Invoice processing

All supplier invoices are processed by the central ECFR Accounting team via our digital platform.

- All invoices must be addressed to the **European Council on Foreign Relations e.V.** and emailed to [invoices@ecfr.eu](mailto:invoices@ecfr.eu). Invoices sent to other email addresses or locations will be rejected and returned.
- Invoices must be in **PDF** or **JPEG** format. Other invoice formats may not be processed via our digital platform and will be returned for reissue.

### Payment terms

Our standard payment terms are within 30 days of receipt of a valid invoice (which must include a legitimate ECFR reference number), with payment typically made through SEPA transfer.

### Order referencing

ECFR operates a 'no purchase reference, no pay' policy. Any work undertaken without a valid purchase reference is done at the supplier's own risk. Your ECFR contact for the order will provide you with a reference in the following format: XXX/XXXXXX/XXXX/XXX. This reference must be clearly stated on the invoice for proper identification and routing within ECFR for approval.

### Supplier Queries

Queries related to orders should be directed to the ECFR contact who initiated the order.

Payment-related queries should be directed to the central Accounting team at the following email address: [invoicequeries@ecfr.eu](mailto:invoicequeries@ecfr.eu). Please note that the email address [invoices@ecfr.eu](mailto:invoices@ecfr.eu) should not be used for queries as it is not actively monitored for anything other than invoices.

### Payment Remittance Details

Upon processing payment, suppliers can receive remittance advice or payment confirmations electronically for account reconciliation.

### Tax Information

Please include any relevant tax identification numbers or tax exemption details on your invoices to ensure compliance with local tax regulations – Appendix 1

APPENDIX 1:

- Date of issue
- A unique, sequential number
- The VAT number or the VAT ID number of the supplier / service provider (if applicable)
- Full address of the supplier / service provider and the customer
- Full description of the goods or services provided
- Details of quantities of goods (if applicable)
- ECFR Purchase Reference: XXX/XXXXXX/XXXX/XXX
- The date of the supply or the date of the service provided
- The net taxable value of the supply / service
- The VAT rate applied and the amount of the VAT
- Specific details to support zero VAT - export, reverse charge or intracommunity supply (if applicable)
- The total, gross value of the invoice