


SUPPLIERS – INVOICING – HOW TO SEND INVOICES	
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Rev	Date	Description	Prepared	Checked	Approved
1	21/09/2023	Approved Instructions	BS/ACC	BS	DdG
2	27/05/2024	Changes	BS	BS	DdG
3	01/10/2024	Changes – Add 1 entity	BS	BS	DdG
4	01/05/2025	Changes – Add 3 entities	BS	BS	DdG

Instructions for sending a Supplier Invoice

Dear Supplier,

In this document you will find instructions for sending invoices to one of our entities.

If you have received this info / PDF instruction from us, it means that your invoice was not properly received.

We refer you to the DISA Purchase Terms and Conditions (present in the Purchase Order and also available for download on <https://www.disa-international.com/downloads>), and specifically to articles 1 and 10.7 as available below.

Thank you for following the correct procedure for submitting your invoice.

DISA International Group Management

Article 1 – Definitions

1.1. As used herein, the following terms have the meanings indicated:

- a) Approval: a prior expressed written approval by an Authorised Person.
- b) Article: an article in these Conditions.
- c) Authorised Person: the person authorised to act for and on behalf of the Customer as stated in the Purchase Order and/or Contract.
- d) Code of Conduct: the Customer's General Code of Conduct for suppliers as referred to in Article 17.7.
- e) Contractor: each person or legal entity from which the Customer purchases Products and/or Services and/or with which the Customer negotiates and/or concludes or has concluded a Contract.
- f) Conditions: these General Terms and Conditions of purchase for the purchase of Products and performance of Services.
- g) Contract: the agreement between the Customer and the Contractor regarding the delivery of Products and/or performance of Services in the form of or based on a Purchase Order, as well as each change therein or addition thereto, as well as any (legal) transaction in preparation or execution of such agreement.
- h) Customer: DISA International Holding BV or DISA België BV or DISA Nederland Holding BV or DISA Nederland BV or DISA Deutschland GmbH or DISA Denmark ApS or DISA Singapore Pte Ltd or DISA USA Holding, Inc. or DISA USA Inc. or 4SEAS BV or VLCV B.V. or LEDI Subsea Drilling B.V., and/or subsidiaries and/or group companies, as well as their successors in law, as indicated in the Purchase Order.
- i) Party or Parties: the Customer and the Contractor individually respectively jointly.
- j) Products: all goods delivered, or to be delivered, by the Contractor in the context of performing the Contract, regardless of whether the Contract exclusively involves the supply of those goods or whether it also involves the supply of Services.
- k) Purchase Order: the Customer's formal request by an Authorised Person which is issued to the Contractor to supply Products and/or perform Services in the format described in Appendix 1 to these Conditions.
- l) Services: the performance that the Contractor renders to the Customer pursuant to the Contract, to the extent this does not consist of supplying Products.
- m) Specification: a detailed description of the Products and/or Services to be supplied by the Contractor as stated in the Contract.

Article 10.7

All invoices from the Contractor to the Customer must be submitted to the email address provided on page 1 of the Purchase Order (in the top-left part of the page, in the “Invoice-to” section).

- This email address is of the form “invoicing...” (e.g. invoicing@... or invoicing-XX@... where XX relates to a specific country)
- If (for any reason) no invoicing email address is specified on the Purchase order, then the invoice must be sent to invoicing@disa-international.com
- If the correct invoicing email address is not used, the invoice is considered to be not received by the Customer.
- This “invoicing...” email address will confirm reception of your sent email via autoreply.
- Only invoices and (in the same email) related / required supporting documents, such as but not limited to the signed (by the Customer) Application for Invoicing form should be sent to this invoicing email address; any other type of communication sent to this invoicing email address is considered not received.