

11.09.2024

Creditor information for business partners of BTC Europe GmbH

General information

We would like to ask you to please issue and send the following documents to the addresses as listed below:

- Invoices
- Credit notes
- Dunning / Reminders
- Reconciliation of balances

Legal requirements necessitate the strict obedience to the specifications as mentioned below.

The proper processing of incoming documents and thereby the timely payment of our liabilities can only be ensured if the following requirements are observed:

- Indication of order number or cost center
- Indication of purchaser's name (employee: E-Mail address and USER ID)
- Indication of VAT no. on the invoice
- Indication of delivery date or term of service on the invoice
- Do not add documents without reference to invoice
- Freight invoicing: State our SAP transport no. (e.g. 406XXXXXX)
- Do not send collective invoices

and much more

Noncompliance with the requirements can lead to the unprocessed return of invoices to you.

Head office: Monheim am Rhein
Managing Director: Jose Corral Montilla

Registered in Düsseldorf, Germany
Registration No HRB 69802

Further information at:
www.btc-europe.com/en/download-centre/

Headquarter: BTC Europe GmbH
Rheinpromenade 1
40789 Monheim am Rhein, Germany

Tel: +49 2173 33 47-0
Fax: +49 2173 33 47-21
info-de@btc-europe.com
www.btc-europe.com

Branch: BTC Europe GmbH
Industriestr. 20
91593 Burgbernheim, Germany

Tel: +49 9843 98 28-0
Fax: +49 9843 98 28-900

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Internal (if needed)

Addresses for suppliers of goods / freight forwarders / warehouse providers / service providers

Reminders / Balance reconciliations

We would like to inform you that we will no longer process reminders or inquiries regarding invoices received by mail or email. Therefore, we kindly ask you to direct your inquiries regarding invoices to us through the BASF Supplier Invoice Portal from now on. If you are not yet a portal user, you can register by replying to AccountsPayable-EMEA@basf.com. To start the registration process, we require the following information from you:

Example: First and last name: John Sample

User's email address: johnsample@sample.com

BASF order or invoice*: PDF document (please attach)

Primary user**: Yes

* Please attach a previous invoice or purchase order to your reply.

** Would you like to invite more people from your organization to the portal? If so, please enter "Yes" here.

BTC Europe GmbH
c/o BASF Services Europe GmbH
Entity 0863
10899 Berlin
Germany

E-Mail: **BASF Supplier Invoice Portal**
AccountsPayable-EMEA@basf.com
(Finance)

E-Mail: **BASF Supplier Invoice Portal**
AccountsPayable-EMEA@basf.com
(Raw Material)

E-Mail: dunning-freights@basf.com
(only for reminders for forwarder agents)

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Address for the sending of invoices/credit notes incl. attachments

Please send invoices/credit notes incl. attachments by PDF to the following e-mail address:
ice_0863@basf.com

Furthermore, we refer to the homepage of our HUB (BASF Shared Service Center) in Berlin for further information. Here you will find further detailed information on the creation of invoices and credit notes.

<https://www.basf.com/global/de/who-we-are/organization/suppliers-and-partners/accounts-payable>

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