

## FAQ Electronic invoicing

### ▪ What does electronic invoicing mean?

Instead of sending invoices on paper via traditional mail, the invoices will be sent electronically in PDF format via e-mail.

### ▪ For which country do you provide the electronic invoices ?

If the payer country is in the list above, we can provide you electronic invoices :

North America	Canada	United States				
Europe	Austria	Belgium	Bulgaria	Cyprus	Czech Republic	Denmark
	Estonia	Finland	France	Germany	Greece	Hungary
	Iceland	Ireland	Italy	Latvia	Lithuania	Luxembourg
	Netherlands	Norway	Poland	Portugal	Romania	Slovakia
	Slovenia	Spain	Sweden	Switzerland	United Kingdom	
Others	Israel	Morocco	South Africa	United Arab Emirates		

## Advantages and Impact of electronic invoicing

### ▪ What are the advantages of electronic invoicing?

- Fast receipt of invoices via e-mail
- Invoices e-mailed directly to the correct contact
- Internal workflows around the invoices can be electronic and automated
- Scanning of paper invoices is not necessary anymore
- Invoices are ready for electronic archiving

## Receiving electronic invoices

### ▪ In which format will the electronic invoices be sent?

You will receive an e-mail with the PDF invoice attached.

### ▪ Does it have to be a personalized mailbox to which the invoices are sent ?

No, but it is mandatory that the mailbox is checked regularly to avoid overdues. We do prefer to have a generic mailbox than a personalized mailbox to ensure that emails will be read.

### ▪ Can I receive both, paper invoices and electronic invoices?

No, you have to choose one of the 2 options.

### ▪ Once I accepted electronic invoicing, can I choose again for invoices ?

Yes, you can always require paper invoices again. This has to be done in written format.

### ▪ Can I receive the electronic invoices in another format than PDF.

The standard format for electronic invoices proposed by Rhodia is the PDF.

If you want to receive them in another format, please inform Rhodia B2B team : [eCommerce@eu.rhodia.com](mailto:eCommerce@eu.rhodia.com) with your requirements details.

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## European Legal compliance of electronic invoicing

- **Is it legally permitted to send invoices via e-mail?**

Yes, Rhodia is sending electronic invoices in PDF format with a qualified electronic signature. This procedure is fully compliant with EU legislation and local requirements of most EU countries (see attached list of countries).

- **Is the electronic invoice considered as an original invoice?**

Yes, the requirement for considering an electronic invoice as an original is a qualified electronic signature, which accompanies every Rhodia electronic invoice. This procedure guarantees that the electronic invoices can be declared for input tax deduction.

- **What do you have to check when receiving electronic invoices?**

1. You'll need to check if the electronic invoice came from the correct sender and was not changed. To offer its customers a simple and comfortable solution, Rhodia offers the possibility to check the invoice through its signature provider website : <https://tsod.trustweaver.com/>. The verification of the electronic signature and integrity of received invoices can always be done manually by uploading the PDF document at <https://tsod.trustweaver.com/>.
2. You'll need to check the archiving rules (format and time) of your country. Some countries require to archive the electronic invoices in electronic format.

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## Other question ?

Please feel free to email to :

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