



## INVOICING INSTRUCTIONS FOR NESTLE IN BELGIUM

### Guidelines:

- Always quote the correct Purchase Order number
- Always quote the line Item number and description equal to PO
- Always match Nestlé's Units of Measure and Quantities
- Always quote the right Purchase Order and Invoice number on Credit Notes
- If your bank details change please inform [NBS.P2PVMDBenelux@pt.nestle.com](mailto:NBS.P2PVMDBenelux@pt.nestle.com) and mention it very clearly on your invoice.

#### **Nestle Belgilux NV-SA**

Rue de Birmingham 221

B-1070 Bruxelles

VAT: BE0402231383

Invoice posting via the **Tungsten** portal is preferable. Tungsten account = AAA182483057

For the vendors not yet active on the Tungsten portal: note that paper invoices are no longer accepted, **digital** invoices are mandatory and must be sent to: [NBSFSAP.Scanning-Belgium@be.nestle.com](mailto:NBSFSAP.Scanning-Belgium@be.nestle.com)

Reminders to: [NBSFS.APCRC-Belgium@be.nestle.com](mailto:NBSFS.APCRC-Belgium@be.nestle.com)

#### **Nestle Waters Marketing & Distribution**

Rue de Birmingham 221

B-1070 Bruxelles

VAT: BE0881840658

Invoice posting via the **Tungsten** portal is preferable. Tungsten account = AAA468819321

For the vendors not yet active on the Tungsten portal: note that paper invoices are no longer accepted, **digital** invoices are mandatory and must be sent to: [Nbsfs.Scanninghub-Fr-Waters@waters.nestle.com](mailto:Nbsfs.Scanninghub-Fr-Waters@waters.nestle.com)

For suppliers using the Tungsten Portal, continue working in line with Tungsten instructions

Reminders to: [NBSFS.APCRC-Belgium@be.nestle.com](mailto:NBSFS.APCRC-Belgium@be.nestle.com)

#### **Nestlé Waters Benelux SA**

Rue du Bois 1000

B- 6740 Étalle

VAT: BE0440979321

Invoice posting via the **Tungsten** portal is preferable. Tungsten account = AAA710363235

For the vendors not yet active on the Tungsten portal: note that paper invoices are no longer accepted, **digital** invoices are mandatory and must be sent to: [Nbsfs.Scanninghub-Fr-Waters@waters.nestle.com](mailto:Nbsfs.Scanninghub-Fr-Waters@waters.nestle.com)

For suppliers using the Tungsten Portal, continue working in line with Tungsten instructions

Reminders to: [NBSFS.APCRC-Belgium@be.nestle.com](mailto:NBSFS.APCRC-Belgium@be.nestle.com)

#### **Nespresso Belgique SA**

Rue de Birmingham 221

B-1070 Bruxelles

VAT: BE0447.875.328

Digital invoice is preferable and must be sent to

Invoices to : [invoicebe@nespresso.com](mailto:invoicebe@nespresso.com)

#### **Nespresso Luxembourg S.A.R.L.**

45 Grand-Rue  
L-1661 Luxembourg  
VAT Number : LU214 35 442  
Digital invoice is preferable and must be sent to  
Invoices to : [invoicelux@nespresso.com](mailto:invoicelux@nespresso.com)

**Please register on Tungsten Network to submit invoices electronically:**

[Registration link](#) & [Registration video](#)

If you already have an existing Tungsten account, issue invoices to:

Nestle Belgilux SA (AAA182483057)

NestléWaters Benelux (Etalle) (AAA710363235)

Nestlé Waters Marketing & Distribution suc. de Belg. (AAA468819321)

To have visibility on the status of invoices, use invoice status option on your account