



BH ADVISER

MOROCCO INVOICING REQUIREMENTS

THE BEST AT BUSINESS SET UP IN EVERY COUNTRY ON THE
PLANET





MOROCCO INVOICING REQUIREMENTS

Alina only makes payments against valid original invoices. Not complying with the requirements below could result in a delay of payment or rejection of invoice.

INVOICE REQUIREMENTS

To ensure quality postings and on-time payment, invoices and credit notes received must have the following information:

SUPPLIER INFORMATION:

- Supplier Name.
- Supplier Address.
- Supplier's VAT registration number and Trade Register Number.
- Professional tax number.
- Social security number.
- Supplier's telephone number, contact person and email address.
- Bank information (must have SWIFT for USD and IBAN for EUR, Bank name, address and account number).



ALINA INFORMATION

- Alina is a legal entity and Invoice address as stated in the purchase order
- Alina TAX registration number
- Alina purchase order number (one purchase order per invoice)

CONTENT INFORMATION

- The word INVOICE or CREDIT Invoice number (must be unique).
- Invoice date (please specify the format used).
- Transaction date.
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- Currency, must be the same currency as stated in the Purchase Order .
- If multiple taxes (VAT/WHT) are applicable, the tax rate for every taxable amount needs to be specified. WHT is applicable for foreign vendors only and when it comes to services provided in Morocco
- Specification of goods and services delivered; Line items and description in the purchase order should match the invoice



- Total net amount
- Tax amount. If multiple taxes (VAT/WHT) are applicable, the tax rate for every netamount should be specified (when exempted, the exemption should be mentioned with legal reference of the exemption)
- Total payable amount
- For credit notes, invoice number being credited must be stated (one credit note per invoice)
- Professional tax number
- Social security number
- Common Enterprise ID known as ICE (mandatory from 1st July 2016)
- Trade register number and City_
name of registration



Mailing Address (Where the invoices will be send for payment processing)

ALINA Maroc SARL ,Twin Centre Tour A 6eme étage Angle boulevard zerktouni and boulevard ElMassira Casablanca

Email: Contact@bhadviser.ma Invoicing Address
(Company name and address that will be written on the invoice)

Please enter the correct ALINA Company Name:

ALINA MAROC SARL (EMO) CENTRE D'AFFAIRES AILE SUD DE FES ,Morocco

Please ensure the address on the invoice is identical to the one stated in the Purchase Order

