

# Credit terms and how to pay EDQM invoices

## CREDIT TERMS

On receipt of your order, we will process it and request a payment in advance unless credit terms have been granted by the EDQM.

In this case, full payment must be done within 30 days end of month, under the authorised credit limit.

Nevertheless, for all conferences/training courses – we must receive payment before the event takes place.

For prepayment, we can issue a proforma invoice on demand.

The EDQM does not apply early payment discount.

## PAYING INVOICES

Possible methods of payment:

- 1) Online by credit card at <https://store.edqm.eu/>  
To proceed to the online payment, you will need to sign in (*My Account, Log on*) or, if you do not have any account on our webstore, ask for a user ID and password (*My account, New customer or Existing customer*).

We accept Carte Bleue, Visa, Eurocard, Mastercard and American Express – debit or credit card.

Any question about connexion to the payment website should be sent to [cdu@edqm.eu](mailto:cdu@edqm.eu)

- 2) By bank transfer to:  
BANQUE: Societe Generale, Strasbourg, France  
OWNER: Conseil de l'Europe - EDQM  
IBAN: FR76 30003 02360 00550034256 76  
BIC/SWIFT: SOGEFRPP  
Please send details of bank or wire transfer to [payables@edqm.eu](mailto:payables@edqm.eu)

## NOTE

- In all cases, the payment should be **net of charge** for the Council of Europe (EDQM), and the amount paid should cover the amount invoiced in Euros: ensure to instruct the code 'OUR' to your bankers when paying by bank transfer.
- Payment by letter of credit is not accepted.
- Always quote you invoice or order number when you pay and/or your customer number.
- The goods remain the property of the Council of Europe (EDQM) until the invoice has been fully paid.

## TAXES AND DUTIES

The sale prices for our products and publications are exclusive of duties and taxes and are given in Euros.

In the European Union, there is no VAT identification number for organisations with diplomatic status. The Council of Europe (EDQM) therefore has no VAT identification number and is not subject to duties and taxes.

It is the responsibility of the buyer (or the receiver of the delivery if different from the buyer) to contact the national fiscal or customs authorities to pay any duties and taxes. In no event shall the said duties and taxes be paid by the Council of Europe (EDQM) or should be deducted from the amount paid.

## REMINDERS

If an invoice remains unpaid, you will receive a reminder.

Penalty charges apply to any late payment. In addition, any authorised credit previously granted may be decreased or even cancelled, and your customer account may be blocked for all further purchase of EDQM products until the unpaid invoice is settled.

## FURTHER INFORMATION

Should you have any question, please feel free to contact our team at [payables@edqm.eu](mailto:payables@edqm.eu)