

## 1. Legal requirements for invoices

- a. Date of invoice
- b. Unique invoice number
- c. Name and address of supplier
- d. Chamber of Commerce / Trade Register number (if applicable)
- e. Name and address of buyer
- f. Clear description of the goods or services supplied
- g. Date of delivery of the goods or services, if this date can be established and differs from the date of invoice
- h. Indicate the bank account number(s) that should be used to make the payment of the amount due. For all domestic and European payments it is mandatory with effect from August 1, 2014 to use the International Bank Account Number (IBAN) on the invoice

## 2. Additional legal requirements for invoices regarding Value Added Tax (VAT)

- a. Split of amounts with regard to the application of different VAT tariffs
- b. Unit price exclusive of VAT and discounts (if applicable)
- c. The VAT tariff that has been applied and the VAT amount due
- d. The VAT amount must be shown in the currency of the EU member state where the goods or services will be or have been delivered
- e. VAT number of supplier (if VAT does apply to the goods or services).
- f. If an exemption, reverse charge, or intra community delivery (ICL) applies, this has to be indicated on the invoice
- g. If a VAT shift to the buyer or intra community delivery with a 0% VAT tariff applies, then the VAT number of the buyer has to be indicated

The legal invoice requirements apply to Dutch invoices as well as to invoices from other EU member states.

## 3. Additional Eneco invoice requirements

- a. Notation should be identical to the name notation on the purchase order
- b. Specify purchase order number, cost center number, project number or internal order number on the invoice
- c. If purchase orders consist of multiple order items the invoice needs to refer to the relevant order items
- d. In case of credit the total invoice amount has to be credited; the amount indicated on the credit note has to equal the amount of the invoice that has to be credited. The applicable invoice number has to be specified on the credit note.
- e. Indicate the name of the Eneco employee responsible for placing the purchase order in the invoice text, not in the address (if applicable)
- f. Indicate the currency that has to be used for the payment of the amount due.

## 4. Additional Eneco invoice requirements regarding temporary labour

- a. A separate invoice for each individual temporary employee
- b. Number of hours worked and the applicable tariff
- c. An approved Eneco week/month report has to be added (invoice and week/month report in one pdf file)
- d. Non-standard expenses (travel, idle time, etc.) must be invoiced separately on a monthly basis
- e. The total invoice amount should be split into:
  - The amount that should be transferred to the bank account stating the number of the bank account
  - The amount that should be transferred to the G-account / deposit account stating the number of the G-account / deposit account

**Please note:** if the invoice does not comply to these requirements it will not be processed by Eneco and the invoice will be returned to sender.

### Digital invoice processing

Eneco focuses entirely on sustainable energy. Our mission is 'sustainable energy for everyone'. In line with our mission, we prefer to receive your invoices digitally.