

# Invoice requirements Enexis Netbeheer BV (1/2)

This document contains all requirements an invoice should satisfy. These consists of legal requirements, tax obligations and data that are important for Enexis Netbeheer BV' accounts.

Invoices which do not comply with Enexis Netbeheer BV and Dutch legal invoice requirements will not be accepted by Enexis Netbeheer BV and will be returned.

<b>Mandatory</b>	
Dutch/EU legal requirements	
Email address for payment specification	
Suppliers' IBAN/Bank account numbers	
<b>If applicable</b>	
Additional costs (shipping costs)	
Agreed payment term	
<b>In the case of a formal purchase order</b>	
Order number(s)	
Order position(s)	
Service entry number (in the case of Service order positions)	
<b>In the absence of a formal purchase order</b>	
Personnel number of the Enexis Netbeheer BV employee who ordered the goods/services	
Name of the Enexis employee who ordered the goods/services	
Classification: Network plan + activity, co-order number or cost centre	
Article number and article description of the goods/services provided	
<b>Electronic invoicing</b>	
Invoices are sent through the Peppol network or as xml-file in UBL 2.1 format to <a href="mailto:invoices@enexis.nl">invoices@enexis.nl</a> (If this is not possible, please send digital invoices in pdf-format)	
<b>Digital invoices</b>	
Invoices should be sent to <a href="mailto:invoices@enexis.nl">invoices@enexis.nl</a> (Reminder letters which are send to this email-address will be deleted automatically and therefore will not be taken into consideration)	
The invoice and the related specifications are supplied as a single PDF file	
The invoice number(s) should be entered as the subject of the email	
When having multiple invoices attach each invoice separately as a single PDF file to the email	
The content of the accompanying email will not be processed	
Reminder letters should be send to <a href="mailto:vragenoverfacturen@enexis.nl">vragenoverfacturen@enexis.nl</a>	

# Invoice requirements Enexis Netbeheer BV (2/2)

## Invoice details

Enexis Netbeheer BV - PO Box 6 - 8000 AA Zwolle The Netherlands

## Additional info

VAT identification number: NL809561074B01

Chamber of Commerce number: 17131139

Questions regarding invoices : [vragenoverfacturen@enexis.nl](mailto:vragenoverfacturen@enexis.nl)