

Invoice requirements Enexis Personeel 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 Personeel BV' accounts.

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

| Mandatory | |
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| Dutch/EU legal requirements | |
| Email address for payment specification | |
| Suppliers' IBAN/Bank account numbers | |
| If applicable | |
| Additional costs (shipping costs) | |
| Agreed payment term | |
| In the case of a formal purchase order | |
| Order number(s) | |
| Order position(s) | |
| Service entry number (in the case of Service order positions) | |
| In the absence of a formal purchase order | |
| Personnel number of the Enexis Personeel 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 | |
| Electronic invoicing | |
| Invoices are sent through the Peppol network or as xml-file in UBL 2.1 format to invoices@enexispersoneel.nl (If this is not possible, please send digital invoices in pdf-format) | |
| Digital invoices | |
| Invoices should be sent to invoices@enexispersoneel.nl (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 vragenoverfacturen@enexis.nl | |

Invoice requirements Enexis Personeel BV (2/2)

Enexis Personeel BV invoice details

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| Enexis Personeel BV - PO Box 400118 - 8004 DC Zwolle The Netherlands | |
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Additional info

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| VAT identification number: NL856758966B01 | |
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| Chamber of Commerce number: 66934389 | |
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| Questions regarding invoices : vragenoverfacturen@enexis.nl | |
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