

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	
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: WBS-element 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

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

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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