



INVOICE REQUIREMENTS

E-invoicing:

[OPTION 1]

- Sending an invoice via Peppol
 - The Supplier is obliged, if the situation permits, to send invoices via Peppol.
 - The Supplier cannot charge the Client for sending invoices via Peppol.
 - The Supplier must always state an order number and/or contract number on the invoice to be sent via Peppol.
 - In the case of correction invoices, the Supplier is obliged to indicate to which original invoice the correction invoice relates.
 - The Supplier only uses Peppol for (correctional) invoices, for terms and conditions of sale, reminders or attachments, the Supplier uses other channels.

[OPTION 2]

- To send an invoice via a cXML connection:
 - The Supplier is obliged, if the situation permits, to send invoices via the cXML connection
 - The Supplier cannot charge the Client for sending invoices via a cXML connection
 - The Supplier must always state an order number and/or contract number on the invoice to be sent via a cXML connection
 - In the case of correction invoices, the Supplier is obliged to indicate to which original invoice the correction invoice relates.
 - The Supplier only uses the cXML connection for (correction) invoices, for terms and conditions of sale, reminders or attachments, the Supplier uses other channels.

[OPTION 3]

- To send an invoice by e-mail:
 - The Supplier is obliged to send the invoice to a predefined e-mail address by means of an e-mail with an attachment.
 - The Supplier is obliged to mention the [PO number or contract number] + Invoice number in the subject of the email.
 - The Supplier is obliged to ensure that the [PO number or contract number] is clearly stated at the top of the invoice.
 - In the case of correction invoices, the Supplier is obliged to indicate to which original invoice the correction invoice relates.
 - The Supplier only uses the invoicing e-mail addresses for (correctional) invoices, the Supplier uses other channels for terms and conditions of sale, reminders or attachments.