

Invoice Terms of Ballast Nedam - January 2013

Your invoice is required by law or by the Dutch Tax and Customs Administration to contain the following information:

- Your name, address and VAT number (sender)
- Your Chamber of Commerce number (sender)
- Unique serial number
- Invoice date
- Name and address of the Ballast Nedam business unit (recipient). *Make sure you use the correct name so the invoice is sent to the correct Ballast Nedam business unit.*
- The date on which or period during which you supplied the goods or services
- The quantity of goods or services supplied
- A description of the goods or services supplied
- The VAT rate
- The amount excl. VAT
- The VAT amount
- If VAT is reverse-charged: the VAT number of your customer (the Ballast Nedam business unit)

Supplementary requirements imposed by Ballast Nedam for your invoice:

- Issue one invoice per order (or per receipt number or purchase order number); i.e. no collective invoices.
- If your invoice relates to a project, you must indicate the project number
- If your invoice concerns subcontracting as defined by the Dutch Wages and Salaries Tax and Social Security Contributions (Liability of Subcontractors) Act [Wet Ketenaansprakelijkheid], you must indicate the gross wage component
- Invoices for subcontracting must also be accompanied by a time sheet with the following details:
 - Name of employee
 - Period of time
 - Number of hours worked per day per employee
 - Project number
- Note: A number of Ballast Nedam companies require that a receipt number or purchase order number is quoted on the invoice. The relevant companies are indicated in the *Ballast Nedam company list* on the Internet (www.ballast-nedam.nl/inkoop).

NB: If you are unsure whether to mention a purchase order number or receipt number on the invoice, contact the Ballast Nedam employee who placed the order with you.

Supplementary requirements imposed by Ballast Nedam for digital invoices (PDF or PDF / XML)

- The *.pdf invoice must be an exact replica of a paper invoice
- The name of the *.pdf file must at least contain the invoice number
- Any supplements (such as a time sheet) must be presented together with the invoice in one file