

Invoice Instructions Ballast Nedam – April 2018

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

You can view the current status of your invoice at any time by entering your invoice details at <https://statusinvoices.ballast-nedam.nl>

It is required by law or by the Dutch Tax Authorities that your Invoice contains 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 reserve-charged: the VAT number of your customer (the Ballast Nedam business unit)

Supplementary requirements imposed by Ballast Nedam for you invoice:

- Ballast Nedam must be in possession of a signed and initialed purchase agreement without any subscriptions and / or remarks.
- If your invoice relates to a purchase agreement, you must indicate the purchase agreement number.
- Indicate the receipt number or purchase order number (DB1 bon). This reference can be obtained from the Ballast Nedam Employee who placed the order with you.
- Issue one invoice per order (or per receipt number or purchase order number); i.e. no collective invoices.
- If your invoice concerns subcontracting or you are an Employment Agency:
 - Ballast Nedam should be in possession of a certified extract of your Chamber of Commerce registration, not older than 1 year.
 - Ballast Nedam should be in possession of a declaration of payment by the Tax Authorities, not older than 3 months.
 - Invoices must be also be accompanied by an approved time sheet with the following details:
 - Name of employee
 - Week number in which the work was performed
 - Number of hours worked per day per employee