

# Terms and conditions for invoicing

Do you intend to send invoices to Ballast Nedam or a business unit of Ballast Nedam? Then draw up your invoice on the basis of the points below. Your invoice will be received in our system correctly and payment can be made. You can view the current status of your invoice at all times by entering your invoice details in [this page](#).

## Before preparing your invoice:

- Invoices may only be sent by e-mail as a PDF file, preferably as an XML file, to the e-mail address of the Ballast Nedam business unit to which you supply the goods or services. You can find the e-mail address in the list of companies.
- Per purchase order (AK bon) or statement of work (DB1 statement) you send one invoice. It is not possible to send collective invoices.

## Does your invoice contain the following details?

- Your company name, address and VAT number.
- Your Chamber of Commerce number.
- A unique serial number (invoice number).
- The date of submitting your invoice.
- The name and address of the Ballast Nedam business unit to which you are delivering the goods or services. You can find the name and address in the list of companies. Please make sure that you are using the correct name details for the business unit in question!
- The number of the purchase order (AK bon) or the statement of work (DB1 statement). You can request this reference from the Ballast Nedam employee who placed the order with you. If you do not receive this reference, it is advisable not to process the order.
- The date on which, or the period within which, you have delivered the goods or services.
- The number of goods or services delivered.
- A description of the goods or services that have been delivered.
- Employee name(s).
- Number of the week in which the work was carried out.
- The VAT rate.
- The amount invoiced excluding VAT.
- The VAT amount.
- If the VAT liability has been transferred: the VAT number of the Ballast Nedam business unit to which you are delivering the goods or services. You will find these numbers in the list of companies.

Is your invoice for subcontracting\* or for hiring out personnel\*? If so, then please add the following details to your invoice as well:

- The gross labour cost component.
- A timesheet approved by a representative of Ballast Nedam which states, as a minimum: the name of the employee(s), the number of the week in which the work was carried out, and the number of hours worked per day, per employee.
- The hired UTA personnel will register the hours worked in "Burn"; time recording system of Ballast Nedam. The approved timesheets will serve as the basis for the statement of work (DB1 statement) and will be provided to you.