

# Invoice requirements Enexis Personeel BV

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.

<b>Mandatory</b>	
Dutch/EU legal requirements	
Email address for payment specification	
Suppliers' IBAN/Bank account numbers	
<b>If applicable</b>	
Additional costs (shipping costs)	
Agreed payment term	
<b>Formal purchase order</b>	
Order number(s)	
Order position(s)	
Service entry number (in the case of Service order positions)	
<b>Electronic invoicing</b>	
Invoices are sent through the Peppol network or as xml-file in UBL 2.1 format to <a href="mailto:invoices@enexispersoneel.nl">invoices@enexispersoneel.nl</a> (If this is not possible, please send digital invoices in pdf-format)	
<b>Digital invoices</b>	
Invoices should be sent to <a href="mailto:invoices@enexispersoneel.nl">invoices@enexispersoneel.nl</a> (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 <a href="mailto:vragenoverfacturen@enexis.nl">vragenoverfacturen@enexis.nl</a>	
<b>Enexis Personeel BV invoice details</b>	
Enexis Personeel BV - PO Box 400118 - 8004 DC Zwolle The Netherlands	
<b>Additional info</b>	
VAT identification number: NL856758966B01	
Chamber of Commerce number: 66934389	
Questions regarding invoices : <a href="mailto:vragenoverfacturen@enexis.nl">vragenoverfacturen@enexis.nl</a>	