

## 1. Legal invoice requirements

- Date of invoice.
- Unique invoice number.
- Full name and address of supplier.
- Chamber of Commerce / Trade Register number (if applicable).
- Full name and address of Eneco entity (buyer).
- Clear description of the nature and quantity of goods or services supplied.
- Date of delivery of the goods or services .
- Bank account number to be used to make the payment of the amount due. For all domestic and European payments, it is mandatory to mention the International Bank Account Number (IBAN) on the invoice.

## 2. Additional legal invoice requirements regarding Value Added Tax (VAT)

- Amount exclusive of VAT and discounts (if applicable).
- VAT rate applied and the VAT amount due .
- In case of delivery of services with different VAT rates, please mention the separate amounts and rates.
- In addition, include the unit price, if applicable.
- VAT number of supplier (if VAT does apply to the goods or services).
- If an exemption or intra-community delivery applies, this has to be indicated on the invoice.
- In case of VAT reverse charge this must be explicitly indicated on the invoice.
- In case of VAT reverse to the buyer or an intra-community delivery/services at 0% VAT rate, then the VAT number of the buyer has to be indicated on the invoice.
- In case of a delivery/service to our German entity and the invoice is not addressed to Germany, the delivery/service location has to be indicated on the invoice.

The legal invoice requirements apply to Dutch invoices and invoices from other EU countries.

## 3. Additional Eneco invoice requirements

- Name of the Eneco entity should be identical to the name on the purchase order.
- Mention the purchase order number on the invoice.
- In case no purchase order number is provided, mention cost center, project number or internal order number on the invoice.
- If purchase orders consist of multiple order items, the invoice needs to refer to the relevant order items.
- Invoices to be credited should be credited in full; the amount of the credit note has to equal the amount of the invoice to be credited. The original invoice number to which the credit note relates should also be indicated on the credit note.
- Put the name of the Eneco employee responsible for placing the purchase order in the invoice text, not in the address.
- State the currency in which payment should be made on the invoice.

Please note: if the invoice does not comply with these requirements, it will not be processed by Eneco, and the invoice will be returned to the sender.

### Digital invoice processing

Eneco requires all vendors to submit invoices through the Ariba platform for purchase orders received through the SAP Ariba portal unless they are specifically exempted by procurement. This will ensure smooth payment of your invoice in adherence with our invoicing requirements. As part of our commitment to sustainable energy and our mission, 'sustainable energy for everyone,' we strongly require receiving invoices through the SAP Ariba platform. By processing invoices electronically, we align with our sustainability goals and ensure efficient handling of all billing matters.

For more information, please visit our website [Eneco.com/suppliers](https://www.eneco.com/suppliers), where we have information and instructions regarding SAP Ariba and additional information regarding policies.