

<h2 style="margin: 0;">Sending invoices to Essent</h2>
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There are 3 ways to send invoices to Essent. 2nd and 3rd are only allowed if you are not yet invited for using Tradeshift (option 1):

1. Using Tradeshift

The Tradeshift e-invoicing platform is now the standard process for sending invoices. You must always use Tradeshift once on-boarded, other methods will not be accepted.

2. Digitally through invoices_essent@innogy.com.

However, some important criteria apply in order for digital processing to take place successfully:

- **Only 1 invoice in 1 PDF-file per mail is allowed** (only the first invoice will be put correctly into the system. Other invoices will become attachments instead of different invoices).
- Only PDF-formats will be processed (no excel, word, xml or other formats)
- Only invoices will be processed. (so no dunning documents!)
- Please either send the invoices digitally OR through traditional mail(hard copy), so not both ways.
- The formal place of establishment should always be mentioned on the invoice.

3. Through traditional mail (hard copy)

Note: The sole usage of the postal address for invoicing could lead to an incorrect VAT steering and determination (e.g. incorrectly not charging VAT). That is why, next to the invoice address, the formal place of establishment should be mentioned on the invoice. The VAT steering in your invoicing system should be linked to this address and not the postal address. You can find the place of establishment on your purchase order or in the pdf-file Essent invoice addresses on the contractor site www.essent.nl/inkoopvoorwaarden.

Bearing in mind the often limited space for address fields in invoicing systems, the following methods of addressing could be considered:

PLACE OF ESTABLISHMENT

<Name of Business Unit>
Willemsplein 4 | 5211 AK | 's-Hertogenbosch

or

PLACE OF ESTABLISHMENT

<Name of Business Unit>
Willemsplein 4, 5211 AK 's-Hertogenbosch

PER ADDRESS

Zentraler Rechnungseingang
54189 TRIER GERMANY

or

PER ADDRESS

Zentraler Rechnungseingang
54189 TRIER
GERMANY

If such a layout would not work for your invoicing system, we would like to inform you that it is also possible to show the formal place of establishment in the free text field (for the description of the supply) on the invoice.

INVOICE REQUIREMENTS

1. Statutory invoicing requirements

- a. Invoice date;
- b. Unique invoice number;
- c. Clear description of the goods or services supplied;
- d. Date on which the goods or services were supplied if this date can be determined and differs from the invoice date;
- e. Breakdown of the amounts according to the different VAT rates charged;
- f. Unit price excluding VAT and any discounts (if applicable);
- g. The VAT rate charged and the amount of VAT payable;
- h. The VAT amount must be shown in the currency of the member state where the delivery was made or the service(s) supplied;
- i. Any exemption, reverse charge or intra-Community supply of goods must be stated on the invoice (please mention also the VAT number of the customer);
please be aware: when it concerns intra-Community supply of goods/material you have to mention 4 additional items on the invoice because these are requirements for the intrastat tax declaration:
 - HS-number (statistic number of goods/material)
 - Weight in kg of the goods/material
 - Land of origin goods/material
 - Way of transportation goods/material (truck, train, ship)
- j. The VAT number of the supplier (if goods/services are subject to VAT);
- k. The name and address of the supplier;
- l. The company's registration/incorporation number;
- m. The name and address of the customer.

The statutory invoicing requirements apply to Dutch invoices and invoices from other EU member states. If your country has special VAT requirements make sure that your invoice complies with these requirements.

If one of the above requirements is missing or is wrongly shown on the invoice, it will not be processed by Essent and the invoice will be returned.

2. Additional Essent invoicing requirements

- a. It is obligatory to mention the purchase order on the invoice;
- b. Send the invoice always to the invoice address of Essent;
- c. Credit notes are to be credited in one go, in other words the amount on the credit note must be exactly the same as the invoice to be credited. The credit note should also state the invoice number to which it relates;
- d. The contact person/budget holder (if known);
- e. If supplying/invoicing in instalments, state the instalment number;
- f. If the invoiced amount is higher than the purchase order, first contact your contact person. Send a separate invoice for additional work;
- g. State the bank account to be paid into and the currency in which the payment is to be made.

If the invoice does not meet invoice requirement 2a, the invoice will be returned. If the additional invoicing requirements are not met, Essent cannot guarantee that the invoice will be paid within the stated payment period.