



Dear supplier,

Thank you for your ongoing partnership. To facilitate the smooth processing of invoices, we kindly request compliance with the following requirements for the acceptance of invoices related to goods or services supplied to us:

1. Our company's name and address:

Damen Global Support B.V.
NL853139222B01 (VAT number)
58686010 (Chamber of Commerce number)
Avelingen-West 20
4202 MS Gorinchem

2. Invoice details as mentioned on [Invoice requirements \(belastingdienst.nl\)](https://belastingdienst.nl):

- The date of issuance of the invoice
- Invoice currency, gross amount, VAT amount, net amount
- Clearly outline the goods or services provided
- The supplier's unique serial invoice number
- Your company's full name and visitor address (only PO box is not allowed)
- VAT information for VAT-registered businesses:
VAT registration number, VAT rate applied
- Your Chamber of Commerce number
- Our company Chamber of Commerce number as mentioned above.
- Our company VAT number, unless the Purchase Order states a different VAT number.
- Damen Purchase Order number or Cost reference (comprising department number / account number / possibly also including an employee number).
- Bank account information: IBAN and SWIFT / BIC; Bank account number; G-account number of the supplier (if applicable).

3. Invoicing instructions:

- Invoices should always be sent to the no-reply mailbox invoices.SAP@damen.com in a pdf format **OR** to xml.invoices.SAP@damen.com for invoices in XML format. Please ensure that your invoice is sent only once, via one channel.
- Each PDF file should consist of only 1 invoice including attachment(s) if applicable. Several invoices can be included in a single email, but each invoice should be in a distinct PDF file.
- An invoice may only be issued in the Dutch or English language.
- Handwritten invoices are not accepted.
- The signed hours registration must precede the invoice, especially for blue and white-collar workers under Damen supervision or when WKA is applicable.
- Reminders or questions should be sent to accountspayable@damen.com referencing the Damen entity. Provide a contact person's name and email for any invoice-related queries.

Damen Global Support B.V.

Avelingen-West 20
4202 MS Gorinchem
The Netherlands

P.O. Box 1
4200 AA Gorinchem
The Netherlands

phone +31 (0)183 63 99 11
fax +31 (0)183 63 21 89

info@damen.com
damen.com

