

# Invoice Requirements

## 1. Invoice Requirements

To expedite efficient processing and payment of your Invoice please adhere to the following requirements:

- 1 Supplier name and address;
- 2 Supplier CoC / Trade Register number;
- 3 Supplier VAT number;
- 4 Supplier bank details:
  - Name of the bank
  - Name of account holder
  - IBAN number and BIC number (EU)
  - Account number and BIC number (non-EU)
  - Additional details where necessary i.e. ABA routing number.
- 5 Invoice date;
- 6 Unique invoice number;
- 7 Allego Company name;
- 8 Allego Purchase Order number;
- 9 Allego Contact person;
- 10 Currency being invoiced;
- 11 Clear description of the supplied goods and/or services;
- 12 If available: Supplier article numbers and quantities delivered / invoiced;
- 13 Date on which goods were supplied and/or services provided or completed, or the date on which an advance payment was made if this date can be determined and is different to the invoice date;
- 14 Payment relating to any tariff or any exemption, the unit price excluding VAT and any discounts if they are not included in the unit price;
- 15 The VAT rate(s) used;
- 16 The VAT amount per category;
- 17 If an exemption, reverse charge or intra-Community supply (ICL) is involved, this must be stated on the invoice.

These invoice requirements apply both to Dutch invoices as well as to invoices from countries which are part of the Rest of World. Invoicing must be preferably drawn up in the English language with the applicable currency.

*If one of the above-mentioned requirements is missing or stated incorrectly on the invoice, the invoice will not be handled, and a new invoice will be requested. Invoices sent by hard copy are not processed by Allego.*

## 2. Invoicing Procedure

Invoices are to be sent *by email only* to [finance@allego.eu](mailto:finance@allego.eu) and further queries for the Finance Department are possible via +31 887 500 300 extension 3.

## 3. Additional invoice requirements for Allego

1. Always adhere to the Purchase Order, with extra work being invoiced separately;
2. Credit notes must refer to the original Invoice;
3. For projects invoiced in instalments, ensure the instalments/milestones are mentioned clearly;
4. If you supply services or goods, appropriate documentation and proof of delivery must be provided to Allego upon completion and to be sent *by email only* to [stock@allego.eu](mailto:stock@allego.eu).

*If one or more of the above additional invoice requirements are not satisfied, payment of the invoice within the set period cannot be guaranteed.*