

Papendrecht, 24 July 2023

Re: **Invoice requirements**

Dear Sir / Madam,

Boskalis and its group companies highly values an efficient Accounts Payable process. This ensures swift internal processing and timely payments of your invoices. Therefore, we kindly request that you adhere to the following guidelines to support this process:

Invoice requirements:

Your invoices must comply with all legal requirements, which can be found on the website of the national tax authorities. These requirements typically include:

- Full name and addresses of Supplier and Client
- Country
- VAT and Chamber of Commerce registration number
- Invoice date
- Invoice number
- Bank details
- Etc.

Reference:

- The full **Purchase Order number** must be clearly stated on the invoice as a reference. This number will be provided to you in advance by our buyer or ordering party.
- In case no Purchase Order is provided, the invoice should at least indicate a **Boskalis Project code/Activity Code/Cost Object**, along with your Boskalis contact person as a reference.

Invoice address:

The company names/trade names and actual addresses stated on the Purchase Order provided by Boskalis should be accurately reflected on the invoice. The Boskalis name and address on the invoice must match the details in the Chamber of Commerce register. Please note that the use of PO Box addresses is generally not permitted, although in certain countries it may be the only option. Kindly ensure that only invoices are sent to invoices@boskalis.com, while any other business-related communication should be directed to ap@boskalis.com.

Format:

For seamless processing, Boskalis handles all incoming invoices electronically. Therefore, we kindly request that your invoices be submitted via email in PDF and/or XML (UBL 2.0) format. Each invoice should be contained in a single PDF file, along with any relevant annexes. Please note that we only accept one invoice per PDF file, with a maximum size limit of 10mb.

If you have any questions please contact our Financial Shared Service Center at ap@boskalis.com

With kind regards,
Boskalis



B.J. Beerens, General Manager FSSC