

# Help us pay your invoice on time

As a supplier to Alliander, you want your invoices to be processed quickly and correctly. Help yourself and help us.

## How can you help?

When your invoice meets our invoice requirements, we can process it immediately.

## Our preferred channel

We prefer to receive your invoices digitally via our [BaswareOne platform](#) or [SAP Business Network](#).

If this is not possible, we also accept invoices in PDF format. Please send one invoice per purchase order number per email to [facturen@alliander.com](mailto:facturen@alliander.com).

## Our invoice requirements

Please include the following information on your invoice:

- Invoice Date: The date the invoice is issued
- Invoice Number: Use sequential numbers for your invoices. Each invoice number must be unique
- Your Name and Address: Legal name and address as registered with the Chamber of Commerce
- Your VAT Number: If the delivery is subject to VAT. The fiscal entity providing the goods or services
- Your Chamber of Commerce Number: As registered in the Trade Register
- Your Bank Account Number: IBAN with BIC and/or SWIFT code – the account to which payment should be made
- Invoice Address: The address where your company is physically located and registered in the Chamber of Commerce
- Purchase Order Number: A 10-digit number starting with 42xxxxxxx, 44xxxxxxx, 45xxxxxxx or 56xxxxxxx
- Delivery Address: The address where the order was delivered
- Contact Person: The person who placed the order with you
- Item Code: If applicable to the order
- Description: Nature and quantity of goods or services delivered
- Date of Delivery: When the goods or services were delivered
- Unit Price: Price per unit excluding VAT
- VAT Amounts: List different VAT rates separately on the invoice
- VAT Reverse Charge Mechanism: If applicable, must be explicitly stated on the invoice
- For a credit invoice, include the original invoice number and purchase order number of the debit invoice

Alliander will pay your invoice within the applicable payment term after it has been approved.

## Does your invoice not meet the requirements?

If the invoice does not meet the stated requirements, it will not be processed by Alliander and will be returned. The invoice will be rejected, and you will be asked to submit a correct invoice.

No interest compensation can be claimed if the invoice was submitted incorrectly and the payment term has expired. This is in accordance with the general purchasing conditions ([algemene inkoopvoorwaarden](#)).



## Questions?

If you have any questions, please contact the Accounts Payable department. They are happy to assist you. You can reach the Accounts Payable department by phone or email:

T: 088-1911737 (option 1)

E: [shsca@alliander.com](mailto:shsca@alliander.com)