

Dear Supplier,

Due to the Damen Shipyards Group strategy, set in 2019, it now is time for the next step.

To manage the company accordingly, it is necessary to change the organizational structure, so it fits the new organization.

To make our invoice-to-pay process as efficient and effective as possible we ask for your attention to the invoice requirements stated below. All requirements need to be met in order for Damen Shipyards Gorinchem B.V. to accept the invoice, as also stated in our General purchase conditions.

General requirements:

- Invoices are only accepted when goods or services are supplied to Damen Shipyards Gorinchem B.V.
- The invoice address of Damen Shipyards Gorinchem B.V. is **always:**
Damen Shipyards Gorinchem B.V.
Avelingen-West 20
4202 MS Gorinchem
- Please state clearly on your invoice:
 - Invoice currency;
 - Gross amount;
 - VAT amount;
 - Net amount;
 - Your VAT no.;
 - Your Chamber of Commerce no.;
 - Country of the final destination;
 - Damen cost reference. This must be provided to you by your Damen contact person for the order, request this before sending your invoice.
A Damen Cost Reference can be:
 - Purchase Order number
 - Cost Center comprising (Department number / account number) **xxx / xxxx** possibly also including an employee number
- **One** Purchase Order per invoice
- Invoices must be specified per Purchase Order line item.
- The following bank details are required:
 - IBAN and SWIFT / BIC;
 - Bank account number;
 - Details of the bank and beneficiary;
 - G-account number of the supplier (if applicable).
- An invoice may only be issued in one of the following languages (in order of preference): English, Dutch, French, Spanish or Portuguese.
- Handwritten invoices are **not** accepted.
- An invoice should always be sent to invoices@damen.com in a **PDF** format.
Please note that the mailbox handling is automated and your e-mail will not be read nor answered.
- Additional information regarding the PDF format:
 - Each PDF file should consist of only 1 invoice including attachment(s) if applicable;
 - Multiple invoices can be added in one e-mail, but each invoice should be in a separate PDF file;
 - Please ensure that your invoice is sent only **once**, via one channel;
 - Other formats than PDF will **not** be processed;
 - Each PDF file should have a unique filename.

VAT requirements:

- The Dutch VAT number of Damen Shipyards Gorinchem B.V. (**NL002136053B01**) must be stated on the invoice, unless the Purchase Order states a different VAT number.
- Chamber of Commerce number for Damen Shipyards Gorinchem B.V. is **23036357**
- The invoice must contain at least the following information:
 - The date of issue of the invoice and the date on which the delivery of the good or service was performed, completed or prepaid;
 - Delivery address in case of delivery of goods;
 - The supplier's unique serial invoice number;
 - Full name and visiting address of the buyer: Damen Shipyards Gorinchem B.V.; (Only PO box is not allowed);
 - Full name and visitor address of the supplier; (Only PO box is not allowed);
 - The quantity, description, unit and total price of the goods and / or services;
 - In the event of an intra-Community supply or exemption, this must be stated on the invoice, with the text 'intra-Community supply' or 'exempt' or referring to a tax act or EU Directive on the basis of which the supply falls;
 - When the reverse charge arrangement applies, the following prescribed reference is mandatory: "BTW verlegd" or "VAT reverse charge";
 - The price excluding VAT with regard to each separate rate or exemption, as well as the unit price excluding VAT and including discounts or repayments;
 - The VAT rate and the amount to which this rate has been applied;
 - The amount of tax must be stated (in national currency).

Hour registration needed:

- In case of blue and white collar workers and subject to Damen supervision;
- In case WKA is applicable.

The signed hours registration must precede the invoice

Requirements for hour registration:

- Name of your employee(s);
- BSN of your employee(s)
- Working hours per day and week (incl dates);
- Location work area;
- Project id;
- Have your hour registration signed by your Damen manager.
A print of a digital approval in your systems is acceptable, provided it show the name of the Damen approver.
- Send this signed hour registration prior to your invoice to the person that issued the PO.
- Add the signed hour registration to the invoice(s) and submit this as 1 PDF document.
- In case your invoice is based on a percentage of completion, meaning you invoice (parts) of an agreed price:
 - Draw up a (simple) document stating
 - Damen Purchase Order number;
 - The percentage of the work currently being invoiced;
 - The total percentage of the work done up to and including the work currently being invoiced;
 - This document must be signed by you as supplier and by your Damen contact person.
 - Add this signed document to the invoice and submit this as 1 PDF document.

Payment requirements:

- **If WKA is applicable then the following documents must be in our possession:**
 - Extraction Chamber of commerce; not older than 1 year;
 - G-account agreement, signed by bank, Dutch tax authorities and supplier;
 - Dutch statement of payment behavior by Dutch government, not older than 3 months;
 - SNA certification, not older than 6 months.