

Dear Supplier,

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 execute the payment according to the agreed 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.
- 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).
- State the **Purchase Order (PO) number** clearly on your invoice, if not available state the full name of the buyer.
- Invoices must be specified per **PO line item**.
- 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 send to [invoices@damen.com](mailto:invoices@damen.com) in a **PDF** format.  
Additional information regarding this mailbox:
  - **The mailbox handling is automated and your e-mail won't 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;
  - Invoices which are sent to us by e-mail may never be sent by ordinary post as well;
  - The layout of the PDF invoices must be complete. This means that it should look the same as a paper invoice;
  - 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 PO states a different VAT number.
- 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 business address of the buyer: Damen Shipyards Gorinchem B.V.;
  - Full name and business/visitor address of the supplier;
  - 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).