

Invoicing Royal Schiphol Group

Welcome to Amsterdam Airport

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Intro

Royal Schiphol Group (henceforth RSG) tries its best to pay your invoice on time. This is easiest when you invoice Schiphol, or one of our entities, complying with several terms and conditions. If your invoice complies with the legal and Schiphol conditions, we can process your invoice smoothly and pay on time. This document states these conditions. We kindly ask you to read these carefully and take them in consideration.

In case your invoice does not comply, we will not process it. We will return the invoice including the reason why and how to solve it. The returned invoice does not need to be credited, as we have not registered it.

If you have any questions about your invoice or this document, please contact us through P2P@schiphol.nl or 020-6013748.

Invoice conditions

We will only process your invoice if it aligns with the Dutch Tax Authorities and specific RSG invoicing rules. Your invoice needs to contain all relevant information. The Dutch Tax Authorities invoicing rules can be found on their website.

Schiphol Conditions

Our specific RSG invoicing rules are described below. By complying with those guidelines, you diminish the chance of payment delays.

- You submit your invoice when the ordered goods and/or services have been delivered (unless agreed upon otherwise);
- You always state the purchase order number on the invoice for the ordered goods/services;
- You only state one purchase order number per invoice;
- You always state the purchase order line which you invoice (if applicable);
- You invoice the agreed upon price;
- You state the delivered quantity;
- You only invoice in accordance with the purchase order and only the services/goods for which you received a purchase order;
- If you send us your invoice digitally, you do not need to send us the invoice by post;
- You invoice one of the RSG entities and not your RSG contact (you can have him/her in the email cc).
- If you send us a credit note, you state the invoice number of the related debit note;
- If you transfer money to our bank account, you state the invoice number or reason why this is done;
- The invoice is always addressed to: <name Schiphol entity>, Postbus 7501, loc.code 99-99, 1118 ZG Schiphol;
- You send your digital invoices to invoices@schiphol.nl or [vastgoed facturen@schiphol.nl](mailto:vastgoed_facturen@schiphol.nl) (real estate related invoices);
- You only invoice orders procured to you;
- You do not invoice orders which we announced as completed or cancelled;
- You only invoice us for the period stated in the order.

Invoicing conditions Dutch Tax Authorities

Dutch Tax Authorities impose requirements on invoices submitted by enterprises. Schiphol Group is obliged only to accept invoices complying with those rules. For the most recent invoice requirements, we advise you to consult their website:

https://www.belastingdienst.nl/wps/wcm/connect/bldcontenten/belastingdienst/business/vat/vat_in_the_netherlands/vat_administration/invoice_requirements.

These requirements also advise and instruct you about Dutch taxation. Hence, we strongly advise you to consult this website.

Dutch Tax Authorities impose that your invoice meets at least the following conditions:

- The name and address of the supplier;
- The VAT identification number of the supplier;
- Your name and address;
- The invoice number;
- The invoice date;
- The date on which the goods or services were supplied;
- The quantity and type of goods supplied;
- The nature and type of services supplied.

Invoices must also include the following data for every VAT tariff or exemption:

- The price per piece or unit, excluding VAT;
- Any reductions that are not included in the price;
- The VAT tariff that has been applied;
- The cost (the price excluding VAT);
- In case of advance payment: the date of payment, if this is different from the invoice date;
- The amount of VAT.

In some cases, your VAT identification number must also be included on the invoice. This is the case for export of goods to other EU countries and for certain services involved thereby, such as transport services. Your VAT identification number must also be included on the invoice in cases of reverse-charging.

The next page contains a list of the VAT numbers belonging to Schiphol Group's legal entities.

Correct Addressee

It is important that you invoice the right Schiphol Group entity with the right address. The entity providing you the purchase order is the entity you should invoice.

The following scheme states the addressees and related tax registration numbers belonging to Schiphol Group:

Schiphol Nederland B.V.
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL8103.36.406.B01

SRE WTC B.V. / CBRE DOF Custodian inz. DOF
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL8102.13.278.B01

Rotterdam Airport Vastgoed B.V.
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL8107.91.742.B01

Schiphol Real Estate World Trade Center B.V.
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL8102.13.278.B01

HAFOK B.V.
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL8102.12.778.B01

BALNAG B.V.
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL0019.06.306.B01

Schiphol Telematics BV
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL8007.14.568.B01

Schiphol Real Estate B.V.
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL9068.95.123.B01

Airport Real Estate Management B.V.
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL8102.23.103.B01

Airport Property Management B.V.
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL8104.28.064.B01

TransPort CV
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL8513.70.068.B01

Royal Schiphol Group
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL0031.49.973.B01

Schiphol International B.V.
Postbus 7501, loc.code 99-99
1118 ZG Schiphol
NL8021.74.978.B01

Reference

You always need to state a *reference* on your invoice. When you are asked to deliver goods or services, you will receive a purchase order number. This number is the reference for your invoice.

Rarely, we will provide an assignment without purchase order. Your RSG contact person will inform you in this case. You will then receive the preferred reference to be stated on your invoice.

WKA and WIA

In case you are contracted for payment with a g-account, you state the following information on your invoice:

- Your g-account number;
- The agreed upon percentage;
- The amount to be paid to the g-account.

Need more information about our procurement process? Then please do not hesitate to consult our procurement website <https://www.schiphol.nl/en/schiphol-group/page/procure-to-pay-p2p/> or contact our Corporate Procurement department through P2P@schiphol.nl.

Preferred invoice format and way of receiving

There are several ways to submit your invoice, which are described below. We prefer to receive your invoice digitally in PDF or XML format to ensure a faster processing and to enhance the likelihood of on time payment.

PDF

Firstly, you can send your invoices digitally, in PDF format, to invoices@schiphol.nl. If you send your invoice in PDF format, please notice that one PDF should only cover one invoice and that invoice and attachments should be enclosed in one PDF. Of course, you can send multiple PDF-invoices in one email.

XML

Secondly, we have the possibility to process invoices in XML format. Before sending XML invoices, please contact us through P2P@schiphol.nl to discuss the possibilities and conditions. We accept XML invoices in UBL 2.0 format. Furthermore, we are also registered at PEPPOL. We prefer receiving invoices through this network, but XML invoices enclosed in an email is also no issue.

In case you send us XML invoices, there is no need to send invoices in PDF format or per post.

For more information about e-invoicing, please have a look at:

<https://peppol.eu/peppol-einvoicing-connecting-europe/>

<https://www.seeburger.com/info/what-you-should-know-about-e-invoicing/>

<https://www.simplerinvoicing.org/nl/buyer-seller/> (only in Dutch)

<https://www.simplerinvoicing.org/nl/participanten/> (only in Dutch)

<https://www.softwarepakketten.nl/betekenis/257&pg=235&bronw=1&terug=pag/Peppol.html> (only in Dutch)

Colofon

January 2020

Schiphol Group
Accountinghouse
P2P@schiphol.nl
020-6013748



Welcome to Amsterdam Airport

Schiphol