

REQUIREMENTS FOR INVOICES

STEDIN

1. LEGAL REQUIREMENTS FOR INVOICES

Include the following information on the invoice:

- a) Your name and business address. A PO box number alone is not enough.
- b) Name and address of Stedin Netbeheer B.V., Postbus 49, 3000 AA Rotterdam.
- c) Your Chamber of Commerce/trade register number.
- d) Invoice date.
- e) Unique invoice number. By this we mean that all your invoice numbers may only be used once.
- f) Clear description of the goods or services supplied.
- g) The date on which you have supplied the goods or services or the date of a prepayment.
- h) Your bank account number and the necessary IBAN and BIC details.

2. ADDITIONAL LEGAL REQUIREMENTS FOR INVOICES FOR VALUE ADDED TAX (VAT) PURPOSES

Also state:

- a) The price per unit, excluding VAT and any discounts.
- b) The applied VAT rate.
- c) The amount in euros of VAT to be paid.
- d) The separate VAT amounts for supplied goods or services to which different VAT rates apply.
- e) Your VAT number. In case of a fiscal unity, state the identification number of the unit supplying the goods or services.
- f) Whether exemption from VAT or intra-Community delivery is applicable.
- g) Whether the reverse-charge VAT regulation is applicable.
- h) Our VAT number in case VAT is reverse-charged to Stedin or in case of intra-Community delivery at 0%.

The legal requirements for invoices listed above apply for Dutch invoices and also for invoices from countries that are part of the EU.

3. ADDITIONAL REQUIREMENTS IMPOSED BY STEDIN

- a. Address the invoice to Stedin Netbeheer B.V. If a different name is used, the invoice will be returned to you with the request to send a new, correct invoice.
- b. State on the invoice the order number that you have received from us.
- c. State the name of your contact at Stedin in the text of the invoice, not in the address lines.
- d. If a Stedin purchase order consists of several products or services, the separate order items must be stated on the invoice.

- e. State on the invoice the currency in which payment is to be made.
- f. In order to cancel an invoice by means of a credit note, the total invoice must be credited. This means that the credit note amount must equal the invoice amount exactly. Also state on the credit note the invoice number of the invoice to which the credit note relates.

4. ADDITIONAL REQUIREMENTS FOR SUBCONTRACTOR INVOICES

- a. Send separate invoices for each subcontractor. These may be sent on a weekly or monthly basis.
- b. State the number of hours worked and the corresponding rate.
- c. Include the weekly or monthly timesheet as approved by Stedin, so that the invoice and the weekly or monthly timesheet are included in a single pdf file.
- d. A separate monthly invoice must be sent for non-standard costs (e.g. travel expenses, waiting hours, other expenses).
- e. Split the total amount of the invoice into:
 - The amount that must be transferred to the bank account, stating the bank account number.
 - The amount that must be transferred to the G account/ deposit account, stating the G account/deposit account number.
- f. State on the invoice the number of the agreement in which the subcontracting arrangement is specified.
- g. State the time period in which the work was carried out and a brief description of the activities.
- h. In case of subcontracting, state which invoiced amount relates to materials and which amount relates to labour.

5. DIGITAL PROCESSING OF INVOICES

At Stedin we believe that sustainability must be put into practice. This is why invoices are only processed digitally or electronically, subject to the following conditions:

- a. Submit invoices, including any specifications, in the form of an XML or PDF file. If you have multiple invoices, each invoice must be attached to your email in the form of a separate XML or PDF file.
- b. Emails may not exceed 10 MB.
- c. If you wish to submit your invoices in XML format, please contact Stedin's accounts payable department via +31 (0)10 - 890 97 15.
- d. Invoices can only be processed if they are sent to facturen@stedin.net.

Note: invoices that do not meet our invoice requirements cannot be processed. In such cases, the invoice will be returned to you with the request to send a new, correct invoice.