

Invoice Requirements

Supplier Requirements

Project	NA
Supplier	all parties who may invoice
Order no	NA
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Comments

Invoice Requirements

All invoices must contain:

1. The entity: SMST Designers & Constructors BV
2. PO-number or Cost Center
3. Addressed to:
4. SMST Designers & Constructors BV
5. PO BOX 575
6. 9200 AN Drachten
7. For delivery of goods, also the delivery address is required.
8. VAT-number: NL007513975B02

In addition, please take the following into account:

- Pro-forma invoices, commercial invoices and customs invoices shall not be accepted.
- Only one PO-number per invoice shall be accepted.
- Invoices which do not include the correct PO-number or Cost Center shall not be accepted.
- To automatically match the invoice, the SMST PO-number needs to be written in the format PO-xxxxxx.
- For subcontracting (e.g., consultancy, engineering, etc.), invoices must be accompanied by a time sheet or scope of work duly signed by an authorized employee of SMST.
- Invoices which include enclosures must be sent as one PDF-file.
- An invoice may only be issued in one of the following languages: English or Dutch.
- For the delivery of goods where documentation and/or certification is required, the invoice will only be processed when the documentation and/or certificates are fully received and checked. Please send the documentation and/or certificates and questions related to certificates@smst.nl.
- Invoices shall be sent digitally to invoicesonly@smst.nl in a PDF format. Please note that the mailbox handling is automated and your e-mail will not be read nor answered.
- For other financial related correspondence, please send an email to administratie@smst.nl.