



Invoicing Guide

Getting your invoices paid on time

Sogeti Invoicing Guide

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Within Sogeti we consider it of great importance to pay your invoices according to the agreed payment term. This can only be ensured when your invoices comply with the Dutch Law, our purchasing requirements and meet the general terms and conditions of Sogeti.

This Invoicing Guide provides guidance on the invoicing requirements to ensure timely payment.

Correct address

Please use the correct entity as mentioned on your Purchase Order number:

Sogeti Nederland B.V.

t.a.v. Financiële administratie

Postbus 76

4130 EB Vianen

NETHERLANDS

KvK nr. 30200252 – BTW nr. NL8137.50.179.B01

Please **only** send your invoices electronically (in PDF format) to: e-invoice@sogeti.com

- > Only one invoice (including attachments) per e-mail is accepted
- > Include the invoice number within the subject of the e-mail
- > You will receive an auto-reply that your invoice has been received by our mailbox. Please keep this information until your invoice has been paid.

How to make sure that your invoices are getting paid on time

It is mandatory to include on your invoices:

- Your company name and address details
- Your accounts receivable or finance department e-mail address
- Your payee details including IBAN (if applicable), SWIFT/BIC, beneficiary name, bank account number and sort code
- The correct Sogeti details (see **Correct address**)

- A unique invoice number
- A current invoice date. The invoice date must not differ by more than 30 days from receiving date. It is not allowed to backdate your invoice
- Purchase Order (PO) number (NO PO=NO PAY). Only one PO number per invoice is accepted
- The delivery address of your goods/services if different than above Sogeti address, if applicable
- A clear description of the goods or services supplied including relevant back-up information, e.g. timesheets or invoice specifications
- The quantity supplied and price per unit
- Correct VAT amount and rate applicable
- VAT identification number
- Company registration number at Chamber of Commerce (KVK number)

Good to know



- > Always mention the Purchase Order (PO) number, order date and reference number on your invoices
- > Make sure that the invoicing entity, item descriptions, prices, period, currency and quantities match those as agreed in the Purchase Order (PO)
- > For external professionals it is required to write their hours in our time registration system. Without these hours, we are not able to process your invoice
- > Proforma invoices are not accepted
- > Sogeti cannot process paper versions of invoices and reminders

Payment term

If the necessary information is correctly stated on your invoices, you follow the advice given in this guide and there is no dispute, your invoices will be paid according to standard Sogeti payment term of 45 days (or other if agreed upfront in the offer phase by a formal writing).

Returned invoices (disputes)

If your invoices do not comply with the requirements or there is a dispute on the content, the invoices will be rejected and returned. The e-mail address mentioned on your invoices will be used for sending this important information.

The rejection mail contains a specific writing with information on why your invoices are returned and include also more information on what is required by Sogeti to solve the dispute. Please do not send

Sogeti a credit note for the returned invoice. Sogeti cannot be held responsible for any form of additional costs if the invoice has been returned to you.

For disputes on content, please reach out to your contact person within Sogeti.

For more information relating our processes, please contact our Sogeti Finance Helpline.

Contact

For more information regarding our procedures, sending reminders or other related communication please contact our Sogeti Finance Helpline in English available at +31 88 66 06662 or by e-mail at financieleadministratie.nl@sogeti.com.

The Sogeti Finance Helpline is available from Monday-Friday 08.30 – 17.00 hours (excluding national holidays).

Please do not send paper versions of reminders, but use PDF or e-mail instead.

This message is intended only for the person to whom it is addressed. If you are not the intended recipient, you are not authorized to read, print, retain, copy, disseminate, distribute, or use this message or any part thereof. If you receive this message in error, please notify the sender immediately and delete all copies of this message.

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