

Digital invoicing to Hunter Douglas Europe B.V.

Hunter Douglas values relationships with suppliers with which we do business. We strive to automate and streamline our procure-to-pay processes to improve operational efficiency and enable timely invoice payments. The invoice process is an important part of our procure-to-pay. We offer the following options for receiving and processing invoices:

1. E-invoicing: If your organization can send e-invoices through the PEPPOL network (ID: **9944:nl001859481b01**), the Basware Network or through another service provider in the [Basware Interoperability Network](#), we would prefer that you offer your invoices through this option. Hunter Douglas Europe B.V.'s e-invoice address or e-invoice Basware I.D. is **NL001859481B01P2P**, and Basware's Service Provider ID is **BAWCFI22** (Basware's Interoperability partners are listed [here](#)). (Basware's Interoperability partners are listed [here](#)).
2. PDF Invoicing: If your organization does not have the above option. You can send your invoices exclusively in PDF format via email to the Hunter Douglas Europe B.V. specific email address: hdeinvoice@pdf.basware.com. Should you wish to send additional attachments (e.g., timesheets) in addition to your invoice, this can only be done in PDF format. All other types of attachments will be ignored. Give the attachment a name that contains the word: attachment, anhang, anlage, adjunto, annex, or liite. For example, attachment_112233.pdf. We recommend sending only one invoice per email if you send multiple attachments.



PDF E-INVOICE



E-INVOICES,
INTER-OPS, EDI

Any payment reminders or financially related questions can be sent to: generalaccounting@hde.nl.

INVOICE REQUIREMENTS

For smooth invoice processing, in addition to all relevant local, legal, and tax requirements, several Hunter Douglas specific data are required:

- Our purchase order number and order position
- Correct attribution and delivery address
- VAT number/VAT ID of you as a supplier (if applicable) and VAT number/VAT ID of Hunter Douglas
- VAT amount and percentage (if applicable)
- Total invoice amount & currency (as stated on the Purchase Order/Purchase order)
- Delivery date and number or shipment date and number (for transportation invoices)
- Clearly state freight charges on a separate line
- Your bank details (including SWIFT and IBAN numbers)
- Credit note with information such as our purchase order number or your invoice number from the debit note
- A separate invoice for each purchase order number (no collective invoices)

NAME & BILLING ADDRESS

Hunter Douglas Europe B.V.
T.a.v. Accounting
P.O. Box 5072
3008 AB Rotterdam
The Netherlands

DUNS Number: 405354549
Chamber of Commerce: 24083218
VAT-no: NL001859481B01

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