



Ministry of Defence

## Ministry of Defence Invoicing Requirements

### How to invoice the Ministry of Defence

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## Introduction

To make the billing process as smooth and efficient as possible, the Netherlands Ministry of Defence uses a checklist of legal requirements and additional Defence conditions. We can only process and pay your invoice if it meets all the legal requirements and Defence conditions. In this document, we have summed up the requirements your invoice must meet.

From January 1<sup>st</sup> 2017, new agreements with the central government require all suppliers to invoice electronically (e-invoicing). In agreements concluded after January 1<sup>st</sup> 2017, you as a supplier are required to use e-invoicing and must invoice electronically.

If the invoice does not meet the requirements, it will be returned to you. You will receive notification of this, requesting that you re-send the corrected invoice. You will not need to send a credit note for the returned invoice, since we have not processed the incomplete invoice.

If you have any questions about your invoice or about this document, please refer to chapter 4. Contact

## **1 Address electronic invoices**

Agreements concluded after January 1<sup>st</sup> 2017 include the sending of invoices electronically. Sending and receiving an electronic invoice requires a unique number, the Organization Identification Number (OIN).

There are two Defence units that have an OIN and you must choose one of the OIN below, depending on which unit the order originates from:

	<b>Defence component</b>	<b>OIN</b>
-	Ministry of Defence:	00000001008078452000
-	Ministry of Defence - Paresto:	00000004000000041000

If there is a valid reason not to use electronic invoicing, this must be explicitly agreed upon.

## 2 Invoicing requirements

To make the invoicing process as efficient as possible, the Ministry of Defence uses a checklist of legal requirements and additional Defence conditions. Only if your invoice meets both the legal and Defence requirements we can process and pay the invoice. In Annex A Checklist, you will find a list of invoice requirements to check your compliance.

### 2.1 Legal requirements

The Tax and Customs Administration (Belastingdienst) imposes conditions on invoices sent. The Ministry of Defence is obliged to only accept invoices that meet these requirements.

The most recent description of these requirements can be found on the site of the Tax and Customs [Administration](#).

- *Your full name, and the full name of your customer;*  
*Provide your legal name. You may also provide your business name, if it is registered with the Netherlands Chamber of Commerce (KVK) in combination with the address and place of residence. For tax entities, it is customary to include the name of the unit that supplied the goods and/or services on the invoice;*
- *Your full address, and the full address of your customer;*  
*Provide your company's actual place of business as listed in the Business Register of the KVK. Listing only a PO Box number is not sufficient;*
- *Your VAT number*  
*For tax entities, this is the VAT number of the unit that supplied the goods and/or services;*
- *The CoC number that the Business Register links to the legal name or business name mentioned on your invoice;*
- *Invoice date*  
*The date the invoice was sent. The starting point for payment within 30 days is the date the invoice is received at the Ministry of Defence;*
- *Invoice number;*
  - *The nature of the goods or services provided;*
  - *The quantity of the goods or the scope of the services provided;*
  - *The date on which the goods and/or services were delivered, or the date of advance payment;*
  - *The amount charged, excluding VAT;*
  - *If you are supplying services with different VAT rates, list the separate amounts. In addition, include the unit price if applicable;*
  - *The VAT rate charged;*
  - *The amount of VAT to be paid;*
  - *Currency (correct combination of currency and partner bank).*

## 2.2 **Conditions Ministry of Defence**

In order for us to process your invoice as quickly as possible and meet your payment deadline, we would like to ask you to comply with the following conditions:

- Submit your invoice after the ordered services or goods have been delivered;
- Invoice The Ministry of Defence and not your client;
- Always address your invoice to Ministry of Defence, Financial Administration and Management Office (FABK) Attn: the Defence location to which the goods and/or services have been delivered;
- Invoice in accordance with the purchase order and only invoice the items for which a purchase order has been issued;
- Do not invoice with an order number issued for a previous period or order;
- The invoice must state:
  - o The purchase order number under which the order was issued;
  - o One purchase order number per invoice;
  - o The line number of the purchase order you are invoicing (always include if applicable);
  - o The agreed price;
  - o The quantity delivered;
  - o A delivery location.
- Credit surcharges are prohibited;
- Credit notes must include the invoice number of the invoice they relate to (if applicable);
- In case of a refund, indicate the invoice number(s) and refund the amount to the account number from which it was received.

## 2.3 **Invoice payment reference**

To deliver goods and/or services to the Ministry of Defence, you must have a valid purchase order. The purchase order states an order number. This number is the invoice reference and is made up of 10 or 11 characters:

Reference number: 11 characters (digits or a combination of digits and letters) MM number: 10 characters (digits, beginning with 35, 45, 65, 75 or 85)

You need the reference or MM number in order to send an invoice. Invoices without a reference or MM number will not be processed.

### **3 Invoice format and mode of dispatch**

#### **3.1 Electronic invoicing or SAP Ariba**

The Ministry of Defence uses electronic invoicing is the mandatory delivery method for your invoices.

This does not apply if you have received a purchase order via SAP Ariba. In this case, your invoice must also be generated and sent in SAP Ariba. The invoice may not be sent in any other way.

**Please note!** If you use a factoring company, this must be contractually and systematically defined in advance.

Invoices in PDF format will **not** be processed if you are contractually obliged to provide an electronic invoice. An e-mail with an attached XML file does **not** constitute an electronic invoice.



## **4 Contact**

### **4.1 Questions about e-invoicing?**

The e-invoicing helpdesk ( Rijksdienst voor Ondernemend Nederland/Ministry of Economic Affairs) has been set up to answer general questions about e-invoicing . You can contact this helpdesk for information about the different methods of e-invoicing and/or reporting incidents in the invoicing process .

Website: <https://www.helpdesk-efactureren.nl>

E-Mail: [helpdesk-efactureren@rvo.nl](mailto:helpdesk-efactureren@rvo.nl)

Telephone: +31(0)88-0424400

### **4.2 Questions about your order?**

For purchasing-related questions, please contact your client or buyer. The name of your Ministry of Defence contact is mentioned on the purchase order, contract or other documentation you have received.

### **4.3 Questions about sending an invoice in SAP Ariba?**

If you have a question about sending an invoice in SAP Ariba, please contact us by e-mail: [leveranciers.Ondersteuning@mindef.nl](mailto:leveranciers.Ondersteuning@mindef.nl)

### **4.4 Questions about sending an electronic invoice?**

If you have a question about sending an electronic invoice to the Ministry of Defence, please email your question to [FABK.Info.e-facturatie@mindef.nl](mailto:FABK.Info.e-facturatie@mindef.nl)

### **4.5 Questions about payment of your invoice?**

For questions regarding payment of your invoice, reminders or demands for payment, please contact the InfoDesk.

E-Mail: [fabk.infodesk@mindef.nl](mailto:fabk.infodesk@mindef.nl)

Telephone: +31 (0)88-9501432 (Mondays to Fridays from 8:30 to 12:00).

## 5 Appendix A Checklist

This checklist is an appendix to the document 'Invoicing requirements Ministry of Defence - How to invoice the Ministry of Defence'. For a more comprehensive version, please refer to this document.

The checklist provides a concise summary of the requirements for invoicing the Ministry of Defence. It can be used to check that your invoice meets all the necessary criteria. Only invoices that meet all the requirements can be processed.

Legal requirements		
<input type="checkbox"/>	The Tax and Customs Administration (Belastingdienst) imposes conditions on invoices sent. The most recent description of these requirements can be found on the site of the <a href="#">Tax and Customs Administration</a>	
<input type="checkbox"/>	An explanation is provided in this document in section 2.1.	
Additional conditions Ministry of Defence		
<input type="checkbox"/>	Submit your invoice after delivery has taken place.	
<input type="checkbox"/>	You invoice to: Ministry of Defence, Financial Administration and Management Office (FABK) Attn: the Defence location to which delivery has been made.	<i>Do not invoice your client.</i>
<input type="checkbox"/>	The invoice must state: <ul style="list-style-type: none"> <li>• Maximum of one order number. This is the purchase order number under which the order was issued: You state either a Reference number : 11 characters (digits or combination of digits-letters) or a MM number: 10 characters (digits starting with 35, 45, 65, 75 or 85)</li> <li>• The line number of the purchase order you are invoicing;</li> <li>• The agreed price;</li> <li>• The delivery location and quantity delivered.</li> </ul>	<i>Do not invoice with an order number issued for a previous period or order.</i>
<input type="checkbox"/>	You have not applied credit surcharges on the invoice.	
<input type="checkbox"/>	You include on your credit note the invoice number of the invoice to which it relates (if applicable).	
<input type="checkbox"/>	If you refund money, indicate the invoice number and refund the amount to the account number from which it was received.	
<input type="checkbox"/>	Your invoice was sent as an electronic invoice or via SAP Ariba.	<i>An e-mail with an attached XML file does not constitute an electronic invoice.</i>
Electronic invoices (no SAP Ariba)		
<input type="checkbox"/>	You have selected the correct OIN: Ministry of Defence: 00000001008078452000 Ministry of Defence – Paresto: 00000004000000041000	
<input type="checkbox"/>	Please note! If you use a factoring company, this must be contractually and systematically defined in advance.	
SAP Ariba invoices		

<input type="checkbox"/>	You have provided the AN-ID to your contact person at the Ministry of Defence.	
<input type="checkbox"/>	Your name and address details and bank account number are known in SAP Ariba.	