

Sending invoices and other correspondence to RWE

!! Important: you always need to mention the place of establishment of the respective RWE entity on your invoices.

There are 2 ways to send invoices to RWE:

1. **Digital** to invoice@rwe.com

Please note that some important criteria apply in order for digital processing to take place successfully:

- Place of establishment of the respective RWE entity must be mentioned on the invoice
- Only 1 invoice in 1 PDF-file (invoice with signed timesheets) per mail is allowed (other files will not be saved).
- Only PDF-formats will be processed (no excel, word, xml or other formats)
- Only invoices will be processed (so no dunning documents!)
- Please either send the invoices digital to invoice@rwe.com **OR** through traditional mail (hard copy), so not both ways.

2. **Physical** through traditional mail (hard copy)

Invoicing address:

< Name of RWE Entity >
Zentraler Rechnungseingang
45096 Essen
Germany

Note: The sole usage of the postal address for invoicing could lead to an incorrect VAT steering and determination (e.g. incorrectly not charging VAT). That is why, next to the invoice address, the formal place of establishment should be mentioned on the invoice. The VAT steering in your invoicing system should be linked to this address and not the postal address.

Bearing in mind the often limited space for address fields in invoicing systems, the following methods of addressing could be considered:

PLACE OF ESTABLISHMENT

<Name of RWE company>
Amerweg 1 | 4931NC |Geertruidenberg

or

PLACE OF ESTABLISHMENT

<Name of RWE company>
Amerweg 1, 4931 NC Geertruidenberg

PER ADDRESS

Zentraler Rechnungseingang
45096 ESSEN
Germany

P/A Zentraler Rechnungseingang
45096 ESSEN, Germany

If such a layout would not work for your invoicing system, it is also possible to show the formal place of establishment in the free text field (for the description of the supply) on the invoice.

All other correspondence (for example (final) reminders) can be sent digitally to accounting_Services@rwe.com or via traditional post to the correspondence address.

CORRESPONDENCE ADDRESS

<RWE Entity >
Amerweg 1
4931 NC Geertruidenberg
Netherlands

The overview with all RWE Legal entities and places of establishment is available on the contractor site: www.rwe.com/contractorsnl

INVOICE REQUIREMENTS

1. Statutory invoicing requirements invoice date;
 - a. Unique invoice number;
 - b. Clear description of the goods or services supplied;
 - c. Date on which the goods or services were supplied if this date can be determined and differs from the invoice date;
 - d. Breakdown of the amounts according to the different VAT rates charged;
 - e. Unit price excluding VAT and any discounts (if applicable);
 - f. The VAT rate charged and the amount of VAT payable;
 - g. The VAT amount must be shown in the currency of the member state where the delivery was made or the service(s) supplied;
 - h. Any exemption, reverse charge or intra-Community supply of goods must be stated on the invoice, this needs to be clearly stated on the invoice (for example "VAT reverse charge" or "intra-Community supply") ;
 - i. **In case of reverse charge or intra-Community supply it is mandatory to state the VAT number of the RWE entity on the invoice: when it concerns intra-Community supply of goods/ material you have to mention 4 additional items on the invoice because these are requirements for the intrastate tax declaration:**
 - HS-number (statistic number of goods/material)
 - Weight in kg of the goods/ material
 - Land of origin goods/ material
 - Way of transportation of the goods/ material (truck, train, ship)
 - j. The VAT number of the supplier (if goods/services are subject to VAT);
 - k. The name and address of the supplier;
 - l. The company's registration/incorporation number;
 - m. The name and address of the customer. Please note that just a PO Box number is not sufficient. The formal place of establishment must always be stated on your invoice. You can think of following methods of addressing:

PLACE OF ESTABLISHMENT

<Name of RWE company>
Amerweg 1 | 4931NC | Geertruidenberg

or

PLACE OF ESTABLISHMENT

<Name of RWE company>
Amerweg 1, 4931 NC Geertruidenberg
P/A Zentraler Rechnungseingang
45096 ESSEN, Germany

PER ADDRESS

Zentraler Rechnungseingang
45096 ESSEN
Germany

The statutory invoicing requirements apply to Dutch invoices and invoices from other EU member states. If your country has special VAT requirements make sure that your invoice complies with these requirements.

If one of the above requirements is missing or is wrongly shown on the invoice, it will not be processed by RWE and the invoice will be returned.

2. Additional RWE invoicing requirements

- a. It is obligatory to mention the purchase order number on the invoice;
- b. Always send the invoice to the invoice address of RWE;
- c. Credit notes are to be credited in one go, in other words the amount on the credit note must be exactly the same as the invoice to be credited. The credit note should also state the invoice number to which it relates;
- d. The contact person/budget holder (if known);
- e. If supplying/invoicing in instalments, state the instalment number;
- f. If the invoiced amount is higher than the purchase order, first contact your contact person. Send a separate invoice for additional work;
- g. State the bank account to be paid into and the currency in which the payment is to be made.



If the invoice does not meet invoice requirement 2a, the invoice will be returned. If the additional invoicing requirements are not met, RWE cannot guarantee that the invoice will be paid within the stated payment period.