Invoice Requirements

1. Invoice Requirements

To expedite efficient processing and payment of your invoice please adhere to the following requirements:

1. Supplier specifics, such as:
   - Name and address;
   - Supplier CoC / Trade Register number;
   - Supplier bank details:
     - Name of the bank
     - Name of account holder
     - IBAN number and BIC number (EU)
     - Account number and BIC number (non-EU)
     - Additional details where necessary i.e. ABA routing number
2. Buyer specifics, such as:
   - *Allego Company name and address. Please ensure the correct Allego buying entity on the invoice*
3. Supplier VAT number;
4. Unique invoice number;
5. Issuance date of invoice;
6. Payment due date;
   - *Please be mindful that our standard payment terms are 45 days*
7. Supply date
   - *Date on which goods were supplied and/or services provided or completed, or the date on which an advance payment was made if this date can be determined and is different to invoice date;*
8. Quantity and name of the goods transferred or of the services supplied;
   - *If available: Supplier article numbers and quantities delivered / invoiced*
   - *It should be mentioned on the invoice in clear and understandable language what the provided goods / services refer to*
9. Delivery address;
   - *The place of delivery of the goods and services. The address is important to determine whether an invoice needs to be Reverse Charge or Free Tax or domestic VAT ((Non-)EU trade for example)*
10. Amount excluding VAT (per unit);
11. VAT amount in local currency;
    - *The VAT amount per category is required, as well as total sum of VAT*
12. Total invoice amount in local currency;
13. The VAT rate(s) used;
14. Allego Purchase Order number;
    - *All invoices sent to any of the Allego entities should have a Purchase Order number. For processing purposes we ask that you mention the PO number in the email subject.*
15. Cost center details or name of person buying goods / services (only for invoices without PO)
    - *By adding the name of the person that requested the goods / services, or a designated cost center, it becomes clear to us internally who approves the invoice*

![Allego logo]

These invoice requirements apply both to Dutch invoices as well as to invoices from countries which are part of the Rest of World. Invoicing must be preferably drawn up in the English language with the applicable currency.

If one of the above-mentioned requirements is missing or stated incorrectly on the invoice, the invoice will not be handled, and a new invoice will be requested. Invoices sent by hard copy are not processed by Allego.

2.   Invoicing Procedure

Invoices are to be sent *by email only* to accountspayable@allego.eu . Further queries for the Finance Department can be sent to finance@allego.eu or possible to call via +31 887 500 300 extension 3.

3.   Additional invoice requirements for Allego

1. Always adhere to the Purchase Order, with extra work being invoiced separately;
2. Credit notes must refer to the original Invoice;
3. For projects invoiced in instalments, ensure the instalments/milestones are mentioned clearly;
4. If you supply services or goods, appropriate documentation and proof of delivery must be provided to Allego upon completion and to be sent *by email only* to stock@allego.eu.
5. If parts of an invoice relate to payment relating to any tariff or any exemption, the invoice should include the unit price excluding VAT and any discounts if they are not included in the unit price;
6. If the invoice relates to an exemption, reverse charge or intra-Community supply (ICL), this must be stated on the invoice.
7. We must ask that if there are multiple invoices for similar services, that you send a collective invoice on a weekly or monthly basis
8. We must ask that you do not send multiple invoices (with different PO or invoice numbers) in one document (e.g. PDF); this often leads to manual processing and requires longer processing time

If one or more of the above additional invoice requirements are not satisfied, payment of the invoice within the set period cannot be guaranteed.