

# Incoming invoices

For timely and correct payment of incoming invoices, it is of great importance that the invoice ends up in the right place, but also that all necessary information is stated on the invoice. You will find this information below. Incomplete or incorrect invoices cannot be processed and will be returned to the sender.

## Invoice addressing:

Ziggo Services BV  
to: Accounts Payable  
PO Box 43048  
3540 AA Utrecht

Invoices must be sent by email in pdf format to: [inkoopfactuur@vodafoneziggo.com](mailto:inkoopfactuur@vodafoneziggo.com). If you have questions about (outstanding) invoices or payments by mail, please send your email to: [AP@vodafoneziggo.com](mailto:AP@vodafoneziggo.com)

Finance Operations Accounts Payable can be reached by telephone 088-7171900 or 088-7172000 (option 5)

Chamber of Commerce nr: Ziggo Services BV : 62393944  
VAT nr. Ziggo Services BV : NL854800748.B01

## What requirements does Ziggo Services BV set for an invoice?

The conditions of a purchase invoice are partly laid down by law but Ziggo Services BV also has additional requirements for information that should appear on an invoice. Invoices that do not meet the requirements below are not booked by Ziggo and will be returned to the supplier. Processing and payment of the invoices will only take place after receipt of an invoice that meet the requirements below.

Below a summary of the requirements:

- VAT number of the supplier
- Invoice number (must be an unique number)

- Relevant PO details
  - PO number
  - PO line number
  - Receipt number (if applicable)
  - Release number (if applicable)
- Invoice date
- Supplier name
- Supplier address
- Supplier bank account
- Invoice must be addressed to legal entity that is stated on the PO: Ziggo Services BV
- Date of delivery goods or services
- Period to which delivery/service relates
- The quantity and type of goods delivered
- Ziggo article number(if applicable) mentioned on the Purchase Order
- Tax amount
- Per sales related tax rate:
  - Unit price excluding tax
  - Any discounts if they are not included in the unit price
  - The applied VAT rate