

Change of Invoice verification system and procedure

In order to process your invoices in the most efficient way, we would like to ask you to follow strictly the **preconditions and requirements** for sending invoices to us as described below:

- Send invoice only electronically as e-mail (no paper invoice)
- Only one invoice in one e-mail for one delivery note and purchase order
- No further attachments to the invoice e-mail. Attachments can be part of the invoice pdf
- Format: PDF/A (PDF Format according to ISO 19005), PDF

Necessary information in the invoice:

- Supplier's VAT registration number or Tax Number
- Recipient's VAT registration number
- All invoices need to contain tax relevant information mandatory
- Purchase order number provided with our order (e.g. 45xxxxxxxx, 42xxxxxxxx)
- Delivery note number
- KB internal material number
- Invoices without purchase order necessarily need to show the KB ordering person e-mail address (requestor, contact person) and cost center number
- Bank account information (IBAN/BIC/SWIFT Number)
- 1 purchase order = 1 invoice (preferred)

Invoices not meeting such requirement will be returned unprocessed accordingly.

Issued invoices should be sent to the correct mailbox based on the KB company who requested the purchase order – see: [List of inboxes](#)