



Invoicing Guide

Getting your invoices paid on time

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Within Capgemini we consider it of great importance to pay your invoices according to the agreed payment term. This can only be ensured when your invoices comply with the Dutch Law, our purchasing requirements and meet the general terms and conditions of Capgemini Group.

This Invoicing Guide provides guidance on the invoicing requirements to ensure timely payment.

There are two options for invoice submission within Capgemini: e-Invoice and PDF invoice submission.

e-Invoice

As part of our digital transformation program, Capgemini Group has decided to implement electronic invoicing. An e-Invoice created through a portal based on an open Purchase Order, rather than being paper-based, will be integrated directly into the accounts payable system. For the tax authorities it has the same value and it is compliant with the regulations governing invoice transmissions. e-Invoice is enabling huge improvements in supplier invoice processing and payments. If you are a registered supplier, please create your invoice on our supplier portal with your credentials on <https://capgemini.rs.cp.gxs.com/>. All training materials are also available on this location.

If you have not registered yet, please contact us at einvoicing_supplier.global@capgemini.com so we can help you getting onboard! It is free of charge.

PDF invoice

For PDF invoices, please make sure that the following is applied.

> Please **only** send your **invoices** (in PDF format) to:

Capgemini Invoice Scanstation	fssc.i2p.nl@capgemini.com
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- > Include the invoice number within the subject of the e-mail
- > Only one invoice (including attachments) per e-mail is accepted
- > You will receive an autoreply notification when your invoice has been received by our mailbox
Please keep this information until your invoice has been paid
- > For queries or reminders, please contact our Finance Helpline (see [Contact](#))

Correct address

> Please use the correct billing entity as mentioned on your Purchase Order number

Capgemini Nederland B.V.

t.a.v. SSC Finance
Reykjavikplein 1
Postbus 85097
3508 AB Utrecht
NETHERLANDS

KvK nr. 30053172

VAT nr. NL0012.25.741.B01

Capgemini Educational Services B.V.

t.a.v. SSC Finance
Reykjavikplein 1
Postbus 85097
3508 AB Utrecht
NETHERLANDS

KvK nr. 30197497

VAT nr. NL8133.13.041.B01

How to make sure that your invoices are getting paid on time

It is mandatory to include on your invoices:

- Your company name and address details
- Your accounts receivable or finance department e-mail address
- Your payee details including IBAN (if applicable), SWIFT/BIC, beneficiary name, bank account number and sort code
- The correct billing entity details (see [Correct address](#))
- A unique invoice number
- A current invoice date: the invoice date must not differ by more than 30 days from receiving date
It is not allowed to backdate your invoice
- Purchase Order (PO) number (NO PO=NO PAY). Only one PO number per invoice is accepted
- The delivery address of your goods/services if different than the billed-to address, if applicable
- A clear description of the goods or services supplied including relevant back-up information, e.g. timesheets or invoice specifications
- The quantity supplied and price per unit
- Correct VAT amount and rate applicable
- VAT identification number
- Company registration number at Chamber of Commerce (KVK number)

Good to know



- > Always mention the Purchase Order (PO) number, order date and reference number on your invoices
- > Make sure that the invoicing entity, item descriptions, prices, period, currency and quantities match those as agreed in the Purchase Order (PO)
- > For external professionals it is required to write their hours in our time registration system. Without these hours, we are not able to process your invoice
- > Proforma invoices are not accepted
- > Capgemini cannot process paper versions of invoices and reminders

Payment term

If the necessary information is correctly stated on your invoices, you follow the advice given in this guide and there is no dispute, your invoices will be paid according to the payment term agreed on the PO number, which you have digitally received from our Procurement department.

Returned invoices (disputes)

If your invoices do not comply with the requirements or there is a dispute on the content, the invoices will be rejected and returned. The e-mail address mentioned on your invoices will be used for sending this important information.

The rejection mail contains a specific writing with information why your invoices are returned and include also more information on what is required by Capgemini to solve the dispute. Please do not send a credit note for the returned invoice. Capgemini cannot be held responsible for any form of additional costs if the invoice has been returned to you.

For disputes on content, please reach out to your contact person within Capgemini.

For more information relating our processes, please contact our Finance Helpline.

Contact



For more information regarding our procedures, the payment status, sending reminders or other related communication please contact our Finance Helpline in English:

Capgemini Finance Helpline	nlfinancehelpline.pl@capgemini.com Phone: +31302030530
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The Finance Helpline is available from Monday-Friday 08.30–17.00 hours (excluding national holidays).

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