

Invoicing requirements police

REQUIREMENTS FOR COMPANIES IN THE NETHERLANDS AUGUST 2024

Completer, faster and easier invoicing

1. Introduction

To ensure that the invoicing process runs as optimally and efficiently as possible, the police work with invoice requirements. These requirements consist of the legal requirements and additional police specific conditions.

Only if an invoice to the legal and police meets specific conditions, it will be processed and made payable.

Why these requirements

The starting point is the assessment of the legality of payment requests and reducing the risk of fraud. The underlying objective is to achieve a correct booking process and to achieve the agreed payment term.

2. How to submit an invoice

As an E-invoice: Organisation Identification Number
OIN 0190:00000001816076790000

For more information about e-invoicing see the [e-invoicing factsheet](#).

By email: **crediteuren.fin@politie.nl**

Submit the invoice, including potential attachments, in a single PDF file, with a maximum of one PDF file per email. All other formats may result in delay.

3. Legal requirements

The Tax Authorities impose conditions on invoices that are sent. The police are obliged to only accept invoices that meet these requirements. For the most recent description of these conditions, you can consult the [Tax Authorities'](#) website.

- Addressed to the police (except in the case of secretaryship)
- Full address of the police
- Specification of the delivered goods (description, quantity, price per unit, delivery date)
- Amount, excluding VAT
- VAT specification (rate, VAT exemption, VAT reverse charge)
- The company's trade and/or legal name
- Business address and location
- Invoice date
- Invoice number
- Chamber of Commerce number (Ch. of Comm. no.)
- VAT ID (if registered for VAT)

General Data Protection Regulation

In connection with the GDPR legislation and regulations, the police imposes mandatory requirements on invoices to be received. This also applies to any attachments. The use of [special and criminal \(personal\) data](#) is therefore not permitted.

4. Police specific conditions

- IBAN number
- IBAN number registration (name and address)
- Order number + order line number (Police order system)

If order number is not available

- Point of contact
- Cost centre
- Project number
- File number
- Quotation number
- Police property code (if available)
- Reference (if available)
- Work-related expenses scheme (if applicable)

5. Central billing address

Netherlands Police
Attn. Team Crediteuren
Postbus 33137
3005 EC Rotterdam
VAT ID NL852436671B01

6. Invoice processing

No confirmation message will be sent regarding receipt of an E-invoice. Every E-invoice received will be processed.

*Submission by email: **crediteuren.fin@politie.nl***

After receipt and opening of the email, you will receive an automated confirmation of receipt at the sender's email address.

7. Police contact information

If you have specific questions about the submission, processing, or payment of your invoice, please contact **crediteuren.fin@politie.nl**.

Team Crediteuren (Accounts Payable) can also be contacted by telephone at +31.88.169 6356 on workdays from 08:00 a.m. to 05:00 p.m.