Request for delivery of e-invoices for the Municipality of Helmond

In a world where everything is being digitized further and further, it is a logical step to also process administration easier, faster and more efficiently. The majority of accounting software is now able to exchange e-invoices in a secure way, so we have chosen to process our administration electronically as much as possible and you can help us with that

What is an e-invoice?
An e-invoice is an electronic document in a structured format (such as UBL) that can be read and booked fully automatically in the accounting software without additional actions, such as scanning and primary checking. An e-invoice is therefore not the same as an invoice in PDF format. More information: https://eVerbinding.nl/e-factuur.

Secure sending
We want to ensure that the document enters our systems in a reliable manner, so that we do not have to doubt the authenticity of the document and therefore we do not suffer from ghost invoices, so that we can process the invoice even more efficiently. That is why we are available the secure e-invoicing network of Simplerinvoicing. This is a network of European e-invoicing providers and financial software suppliers, initiated by the Dutch government. More information: https://eVerbinding.nl/simplerinvoicing.

Easy start
We ask your attention for the following questions, so that we can make the best connection.

Before you start
Invoices for the Municipality of Helmond must always be provided with the purchase order number in the order reference field. This number is stated in the order letter. If the purchase order number is missing on you invoice, we cannot process it.

Question 1: can you already send e-invoices via Simplerinvoicing or PEPPOL?
That is perfect, please adjust our receipt preferences for new invoices. If your software requires it: we are available at the following Chamber of Commerce number: 17272669.

V.A.T.-number Gemeente Helmond: NL001600291B01

Question 2: do you use standard financial software?
Many financial software packages have electronic invoicing built is as standard. Look at https://eVerbinding.nl/koppelingen and check if you package is listed here or ask your software supplier. You can then invoice electronically in a few steps.

Question 3: can you send a UBL invoice?
If you can send a UBL via e-mail, that is a nice first step. We would like to receive these messages at our central address: facturen@helmond.nl.

Question 4: can you send a PDF invoice?
If you can send a PDF via e-mail, then we would of course prefer that to a paper invoice. Send your invoice digitally and as 1 PDF file (invoice AND attachment in 1 file) to our central address: facturen@helmond.nl.

Question 5: do you want to use free online invoicing?
Our "eVerbinding" provider offers a free online e-invoicing tool for the simple sending of e-invoices. For this you can register online at https://platform.everbinding.nl. When registering you have to pay one-off 50 cents for an IDEAL payment that identifies the notifying person as a legitimate person to be allowed to act on behalf of the organization.

Sincerely,

Municipality of Helmond

This letter has been generated automatically and is therefore not signed