

Boskalis
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3350 AA Papendrecht

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F +31 78 6969555
www.boskalis.nl

Date
4 March 2016

Our reference
RBW-620g

Revision:
1.1

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Subject: Digital Invoice Instructions

Dear Sir, Madam,

Boskalis and her legal entities strongly request to follow the digital invoice instructions as stated below. This will enable a smooth and timely payment.

Digital invoice

Submit your invoice in a digital format only. A hard copy invoice received as of the 1st of April 2016 will be treated as a non-compliant invoice.

Digital format

The required digital format of the invoice: PDF (and XML in case agreed upon).

Digital Invoice address

Send the digital invoices directly to the appropriate email address. This email address can be found by selecting the correct Boskalis legal entity stated in the Annex A. Notice separate mail addresses for invoices and other messages to our Accounts Payable department.

Invoice requirements

A digital invoice must comply with the requirements as stated in Annex B. In case of non-compliance the invoice will not be accepted and promptly returned. When deemed necessary please contact with your counterpart at Boskalis for a resolution.

We thank you for your cooperation in this matter.

Kind regards,



Mrs. C. Hölzel
General Manager Financial Shared Service Center
Royal Boskalis Westminster N.V.

Annex A

Boskalis legal entity

invoice address

other messages address*

Baggermaatschappij Boskalis B.V.
BKW Foremost Transport B.V.
Boskalis International B.V.
Boskalis Westminster Dredging B.V.
Koninklijke Boskalis Westminster N.V.

invoice.dredging@boskalis.com
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cfk@boskalis.com
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Boskalis Offshore Subsea Contracting B.V.

ap-bobv@boskalis.com
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cfk@boskalis.com
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Boskalis Offshore Marine Contracting B.V.
Boskalis Offshore Marine Services B.V.
Boskalis Offshore Subsea Services (Europe) B.V.
Dockwise B.V.
Dockwise Shipping B.V.
Dockwise Transport B.V.
Dockwise Transport N.V.
Eerhuis V.O.F.
Fairmount Marine B.V.
Fairstar Heavy Transport N.V.
Fairstar Marine Services B.V.

invoice.offshore@boskalis.com
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ap.offshore@boskalis.com
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Boskalis Offshore Marine Services N.V.
Boskalis Offshore Transport Services N.V.
Towage Holdings N.V.
Unie van Redding- en Sleepdienst N.V.

offshore.belgium@boskalis.com
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ap.offshore@boskalis.com
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SMIT Crew B.V.
SMIT Harbour Towage Division B.V.
SMIT International Overseas B.V.
SMIT Internationale Beheer B.V.
SMIT Internationale N.V.
SMIT Maritime Contractors B.V.
SMIT Nederland B.V.
Smit Towage Brasil B.V.
Smit Towage Holding B.V.
Smit Towage Mexico B.V.
SMIT Vessel Management Services B.V.

accounts.rtm@boskalis.com
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ap.smit@boskalis.com
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SMIT Salvage B.V.

accounts@smit.com
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ap.smit@boskalis.com
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Boskalis Nederland B.V.

facturenrdam@boskalis.com
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aanmaningen@boskalis.com
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Boskalis Nederland Infra B.V.

bknfacturen@boskalis.com
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aanmaningen@boskalis.com
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"other messages": payment inquiries, reminders, bankaccount changes and other messages for AP department

Annex B

Digital invoice requirements:

- PDF format or XML in case agreed upon
- On company letterhead
- Addressed to correct Boskalis legal entity and address
- State the invoice number and date
- State the VAT rate and amount
- State the VAT number of your company and the registered address
- State the bank account number, BIC (SWIFT), IBAN and other bank information
- Apply the currency as stated in the Purchase Order
- Refer to the individual line items as stated in the Purchase Order
- Refer to the Purchase Order number and name of your Boskalis counterpart
- Refer to the Requisition Number (if applicable)
- Refer to the Project number and name (if applicable)
- Refer to the Vessel name (if applicable)
- Refer to the Costs code or Cost Center code (if applicable)
- An invoice should refer to one PO only
- A PDF file should capture one invoice only
- Annexes to an invoice should be part of the same PDF file

Royal Boskalis Westminster N.V. is a leading global services provider operating in the dredging, maritime infrastructure and maritime services sectors. The company provides creative and innovative all-round solutions to infrastructural challenges in the maritime, coastal and delta regions of the world with services including the construction and maintenance of ports and waterways, land reclamation, coastal defense and riverbank protection. In addition, Boskalis offers a wide variety of marine services and contracting for the offshore energy sector including subsea, heavy transport, lifting and installation (through Boskalis, Dockwise and Fairmount) and towage and salvage (through SMIT). Furthermore, Boskalis has a number of strategic partnerships in harbor towage and terminal services (Keppel Smit Towage, SAAM SMIT Towage and Smit Lamnalco). With a versatile fleet of 1,000 units Boskalis operates in around 75 countries across six continents. Excluding its share in partnerships, Boskalis has approximately 8,500 employees.