

# INVOICE VERIFICATION CHECKLIST

basware

Simplify Operations, Spend Smarter.

So that you always have the criteria handy when you need it, we have summarized the mandatory information in this checklist.

MANDATORY INFORMATION	INVOICES OVER €250	INVOICES UNDER €250
Full name and address of the service provider	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of issue of the invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quantity / scope and type of the delivered goods / services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Applicable tax rate or reference to tax exemption	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gross total (remuneration including sales tax) or divided into sums according to tax rates		<input checked="" type="checkbox"/>
Tax number or VAT identification number of the service provider	<input checked="" type="checkbox"/>	
Unique, consecutive invoice number	<input checked="" type="checkbox"/>	
Time of delivery / service or receipt of the (partial) payment	<input checked="" type="checkbox"/>	
Pay, broken down according to tax rates and exemptions	<input checked="" type="checkbox"/>	
Reduction of the fee agreed in advance (e.g. discounts)	<input checked="" type="checkbox"/>	
Indication of "credit note" when the invoice is issued by the recipient of the service	<input checked="" type="checkbox"/>	



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