

Invoice Requirements

All invoices must contain:

1. The entity (BV) and address as listed on the purchase order
2. A correct PO number or cost center

In addition, please take the following into account:

- Pro-forma invoices, commercial invoices and custom invoices will not be accepted
- The entity (BV) listed on the purchase order will determine the address of the invoice. Invoices addressed to 'SMST' will not be processed.
- Invoices containing multiple PO numbers will not be processed
- Invoices with PO numbers other than the format PO-xxxxxx will not be processed
- Invoices which do not include a (correct) PO-number or cost center will not be accepted
- Invoices sent to invoicesonly@smst.nl will **not** be processed
- Invoices must be sent to the specific email address of the company in a PDF format (as listed on the purchase order). See below the invoice email addresses from all our entities. Please note that the mailbox handling is automated, and your e-mail will not be read nor answered.

SMST Designers & Constructors BV	invoices-dc@smst.nl
SMST Beheer BV	invoices-beheer@smst.nl
SMST Equipment BV	invoices-equipment@smst.nl
SMST Roden Staal BV	invoices-rodenstaal@smst.nl
SMST Technical Services BV	invoices-technicalservices@smst.nl
SMST Personeel Beheer BV	invoices-personeelbeheer@smst.nl
SMST Operations I BV	invoices-personeelbeheer@smst.nl
SMST Operations II BV	invoices-personeelbeheer@smst.nl
SMST Production I BV	invoices-personeelbeheer@smst.nl
SMST Production II BV	invoices-personeelbeheer@smst.nl
SMST Engineering I BV	invoices-personeelbeheer@smst.nl
SMST Engineering II BV	invoices-personeelbeheer@smst.nl
SMST Engineering III BV	invoices-personeelbeheer@smst.nl
SMST Staff I BV	invoices-personeelbeheer@smst.nl
SMST Commercial I BV	invoices-personeelbeheer@smst.nl
SMST Commercial II BV	invoices-personeelbeheer@smst.nl
SMST Technical Services I BV	invoices-personeelbeheer@smst.nl
SMST Technical Services II BV	invoices-personeelbeheer@smst.nl
U-sea Beheer BV	invoices-useabeheer@smst.nl
U-sea Vastgoed BV	invoices-useavastgoed@smst.nl

- Invoices which include enclosures must be sent as one PDF-file
- Only one PDF file may be sent per email
- An invoice may only be issued in one of the following languages: English or Dutch.
- For other financial related correspondence, please send an email to administratie@smst.nl
- For the delivery of goods where documentation and/or certification is required, the invoice will only be processed when the documentation and/or certificates are fully received and checked. Please send the documentation and/or certificates and questions related to certificates@smst.nl