Police invoicing requirements

FOR ALL COMPANIES, SUPPLIERS AND SERVICE PROVIDERS IN THE NETHERLANDS | July 2026

Submitting complete invoices more easily and quickly

1. Introduction
To ensure that the invoicing process runs as smoothly and efficiently as possible, the police set requirements for invoicing.
These requirements consist of statutory requirements and additional requirements specific to the police.

The reason for invoicing requirements
The aim is to test the regularity of payment requests and to reduce the risk of fraud. The underlying objective is to ensure the booking cycle is correct and the payment term is met.

2. How to submit an invoice
As e-invoice:
Organisation Identification Number
OIN 0190:00000001816076790000
For more information about e-invoicing. see the E-invoicing to the police factsheet.

By email:
crediteuren.fin@politie.nl
The invoice, including any attachments, must be sent as a single PDF/A file. No more than one PDF/A file per message.

By mail:
Netherlands Police
Attn Team Crediteuren
PO Box 33137
3005 EC Rotterdam
VAT identification number NL852436671B01

3. Statutory requirements
The Tax Administration sets requirements for invoices. The police may only accept invoices that satisfy these requirements. The most recent description of these requirements can be found on the Tax Administration's website. The following requirements apply:

- Addressed to the police;
- Full address of the police (PO Box is not a valid address for e-invoicing);
- Specifics of the delivery (description, quantity, price per unit, delivery date);
- Total amount excluding and including VAT;
- VAT with specification (rate, exemption or reverse-charged);
- VAT identification number (for persons or companies accountable for VAT, both the contractor and the contracting authority);
- Trade and/or legal name of the company;
- Business address and place of business;
- Invoice date;
- Invoice number;
- Chamber of Commerce number;
- Invoices must be submitted in a timely fashion. You should send your invoice no later than the 15th of the month following the month in which you delivered the goods or supplied the services.

4. Police-specific requirements
- The invoice must state a payment term of 30 days;
- IBAN, name and address of the contracting authority;
- Order number and order line number (Police order system): until 31 July 2026: 7 digits, one point and 2 digits (e.g. 1234567.00; total length: 10 characters). Format from August 2026: 8 digits, one point and 2 digits (e.g. 12345678.00; total length: 11 characters);
- One order per invoice.

In the absence of an order number:
- Name of contact/contracting authority;
- Cost category, cost centre code, reference (for example, building code), project number; Notation: [Cost category];[Cost centre];[Reference/H-Code];[Project code];
- One cost centre code per invoice;
- File number or offer number;
- Adding a late payment surcharge is not permitted.

5. General Data Protection Regulation
As a result of legislation and regulations ensuing from the GDPR, the police set mandatory requirements for invoices they receive as well as for any attachments to these invoices. For example, the use of special and criminal (personal) data is prohibited.

6. Notification of receipt
A notification of receipt is sent only if the invoice was submitted by email.

7. Contacting the police
If you have specific questions about the sending, processing or payment of your invoice, you can send an email to: **crediteuren.fin@politie.nl**.

The Creditors Desk (Team Crediteuren) can also be reached by telephone from Monday to Friday between 09:00 and 17:00 on telephone number **088-169 6356.**