# QTS Europe Supplier Invoice Requirements

**General Invoice Document Guidelines**

The following requirements apply to all invoices submitted for purchase orders (PO) issued by:

- QTS Eemshaven I DC1 B.V.
- QTS TRS Groningen I DC1 B.V.
- Quality Technology Services NL III B.V.
- QTS Netherlands B.V.
- QTS Groningen I DC1 B.V.
- QTS TRS Eemshaven I DC1 B.V.
- QTS Eemshaven I DC2 B.V.
- QTS TRS Eemshaven I DC2 B.V.
- QTS Eemshaven I DC3 B.V.
- QTS Infrastructure Eemshaven I B.V.
- QTS TRS Eemshaven I DC3 B.V.
- Quality Technology Services Ltd

Invoices should be submitted in PDF format to **EuropeAccountsPayable@QTSDataCenters.com**.  All inquiries (general payment questions, open receivables statements, etc.) should be sent to **EuropeAccountsPayable@QTSDataCenters.com** as well. Please follow these best practices when submitting invoices:

1. Each invoice must be an individual attachment. Do not submit multiple invoices in a single file
2. The invoice must be on the first page of the file.

**General Invoice Information:**

All invoices must contain the following information clearly on the header:
1. Supplier company name and address
2. QTS company name that issued the Purchase Order will be visible on the top right of the PO
3. Invoice number
4. PO number
5. Date of issue
6. Due date or Payment Terms (e.g., Net 30)
7. Accepted payment methods
8. Bank or payment details
9. Supplier's contact information for inquiries

**Goods Lines:**

1. Description of Goods: Workday Naming Convention and Workday Part Numbers provided on the PO

2. Quantity and unit price

**Services Lines**:

1. Description of Services. Use Workday Naming Convention and Workday Part Numbers provided on the PO.
2. Extended amount (or quantity and unit price if cost per unit or other measure).

**Freight Charges:** Clearly label freight as a separate line item.

**Tax:** Clearly label tax as a separate line item. If you have questions about the tax status, contact tax@qtsdatacenters.com.