



Invoicing requirements

Invoicing requirements overview

Invoices for all KK Wind Solutions legal entities should be issued according to the following requirements



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- ➔ **Supplier information**
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- ➔ **Invoice content - Taiwan specific**
- ➔ **Invoice content - India specific**

Basic information



Invoices for all KK Wind Solutions legal entities should include the following basic information

The correct KK Wind Solutions legal entity

KK Wind Solutions bill to address

For credit notes: use the same address as the original invoice

Ship to (or delivery) address

Only applicable for goods / material delivery

The correct Purchase Order number (if applicable) issued for your company

One invoice should be issued for a single purchase order (Do not add multiple Purchase Orders on one invoice).

Mention this number on the first page of the invoice.

Note: Supplier information, KK Wind Solutions information, prices, currencies, etc., must be equal to data confirmed in the Purchase Order. Any differences between Purchase Order and the issued document could result in a delay in payment.

The correct Project number (if applicable)

KK Wind Solutions VAT number

Appropriate for the country to which the goods are shipped

KK Wind Solutions reference person

Invoice due date according to the agreed payment terms

Product codes according to local taxonomy

Supplier information

Ensure that your supplier details are included in the invoice



Supplier legal name



Supplier address



Ship from address
(only applicable for goods delivery)



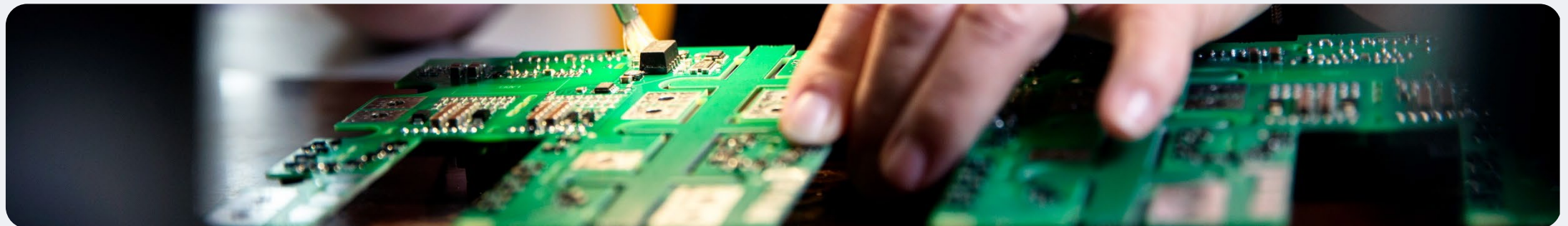
Supplier contact details
(telephone number and email address)



Supplier VAT number (appropriate for the
country from which the goods are shipped)



Supplier remit-to information must have
SWIFT for USD and IBAN for EUR, bank name,
address, and account number



Invoice content - general information



The word “Invoice” or “Credit/Debit Note” must be clearly printed on the invoice



For credit notes, invoice number being credited must be stated (one credit note per invoice)



Invoice date



Date of material shipment; delivery of the goods or performance of the services (if different from invoice date)



Your invoice reference number



Currency



the tax regulation must be written on the invoice in case any exemption is applicable (e.g. article 138 of the EU VAT Directive for intracommunity supplies and/or VAT-free supply within EU countries when it's reverse charge due to triangulation/direct delivery, a message referring to article 141 of the EU VAT directive, or other tax regulations according to each case)



Description and specification of goods and services delivered including quantity, price, and unit of measure of goods and services being invoiced



Any rebates, discounts, and credits (if not included in the unit price) are to be clearly stated



Invoice amounts expressed in numbers, in the currency, broken down by:

- Total net amount,
- VAT/other tax amount (including the VAT/ other tax rate if applicable); if multiple taxes are applicable, the tax rate for every net/ taxable amount should be specified,
- Total/ gross amount

Invoice content - Denmark specific

Ensure the following details are included in the invoice for our legal entity in Denmark



Delivery date if it differs from the invoice date



the invoice can be either in Danish kroner or Euros. If it is in a foreign currency (apart from euros), it is required that either the VAT amount in Danish kroner or the conversion rate to Danish kroner appear on the invoice. Thus, both seller and buyer must use the same VAT amount in Danish kroner



- An Simple invoice is allowed only if the purchase amount is less than DKK 3,000 (a till receipt for example). For the simple invoice, it is required to display minimum the following information:
 - o seller's name or registration number (CVR/SE no.);
 - o date of issue;
 - o type of goods; and
 - o the VAT amount or the total price inclusive of VAT.



Invoice content - Poland specific

Ensure the following details are included in the invoice for our legal entity in Poland



Polish VAT invoices must be issued no later than the 15th day of the month after the taxable supply



VAT amount should also be expressed in the local currency (PLN)



An additional annotation on the invoice informing about the “split payment mechanism”. This obligation apply to invoices whose one-time value exceeds PLN 15,000 and includes goods or services included in Annex no. 15 to the law on VAT, defining the list of goods and services subject to the split payment mechanism



Invoices from micro taxpayers should be indicated "metoda kasowa" (cash method)



Invoice content - Taiwan specific

Ensure the following details are included in the invoice for our legal entity in Taiwan



“GUI invoices – stand for Government Uniform Invoice”



VAT amount should be expressed in the local currency and local language



Vendor’s company stamp on the invoice



The product item written on the invoice should match the product sold



Invoice content - India specific

Ensure the following details are included in the invoice for our legal entity in India



Supplier's or authorised representative's signature or digital signature



Supplier GSTIN number



Supplier PAN number



Supplier CIN number



Supplier Declared Regd. Office address



Supplier MSME Registration Number for MSME vendors



KK Wind Solutions GSTIN number



HSN code (Harmonized System of Nomenclature) of goods and services or SAC (Services Accounting Code – 8 Digit code Mandatory for Indian Vendors)



GST or tax invoice



Mode of transport



Delivery note number



Incoterms



Origin/Destination of Goods/Materials Shipped





KK Wind Solutions only makes payments against valid original invoices. Not complying with legal, fiscal and KK Wind Solutions requirements could result in a delay in payment.








As a vendor, you must ensure that the invoices you issue to KK Wind Solutions always comply with all applicable laws. Therefore, you must include any additional requirements not listed in this document.

As a Vendor, you are also allowed to provide additional information on your invoices to that described above and KK Wind Solutions will comply with invoice requirements contained in the contract.








To upload a document to any KK Wind Solutions legal entity, please refer to the details below:

 KK Wind Solutions legal entity	 Tax no.	 Invoicing address	 Delivery address	 Email address
KK Wind Solutions A/S	DK25746716	Bøgildvej 3 DK-7430 Ikast, Denmark	Bøgildvej 3 DK-7430 Ikast, Denmark	invoice@kkwindsolutions.com
	DK25746716	Bøgildvej 3 DK-7430 Ikast, Denmark	Frankrigsvej 15 8450 Hammel, Denmark	invoice.hammel@kkwindsolutions.com
	DK25746716	Bøgildvej 3 DK-7430 Ikast, Denmark	Søndergaard Alle 14, 6500 Vojens, Denmark	invoice@kkwindsolutions.com
	PL5263076322	Bøgildvej 3 DK-7430 Ikast, Denmark	ul . Goleniowska 62 70-847 Szczecin	invoice@kkwindsolutions.com
KK Wind Solutions Holding A/S	DK39067048	Bøgildvej 3 DK-7430 Ikast, Denmark	Bøgildvej 3 DK-7430 Ikast, Denmark	invoice.hol@kkwindsolutions.com
KK Group A/S	DK66821110	Bøgildvej 3 DK-7430 Ikast, Denmark	Bøgildvej 3 DK-7430 Ikast, Denmark	invoice.grp@kkwindsolutions.com
KKWSH ApS	DK38173766	Bøgildvej 3 DK-7430 Ikast, Denmark	Bøgildvej 3 DK-7430 Ikast, Denmark	invoice@kkwindsolutions.com



To upload a document to any KK Wind Solutions legal entity, please refer to the details below:

 KK Wind Solutions legal entity	 Tax no.	 Invoicing address	 Delivery address	 Email address
KK Wind Solutions Polska Sp. z o.o.	PL9552059993	ul . Goleniowska 62 70-847 Szczecin	ul . Goleniowska 62 70-847 Szczecin	invoice.pl@kkwindsolutions.com
KK Wind Solutions GmbH	DE309475685	Technologiepark 4, D-26129 Oldenburg, Germany	Krefelder Weg 47,D-47906 Kempen, Germany	invoice.de@kkwindsolutions.com
KK Wind Solutions Service US Inc.	33-1224302	14371 West 100 Street Lenexa, KS 66215	14371 West 100 Street Lenexa, KS 66215	invoice.us@kkwindsolutions.com
KK Wind Solutions Service Holding US Inc.	37-1794383	14371 West 100 Street Lenexa, KS 66215	14371 West 100 Street Lenexa, KS 66215	invoice.us@kkwindsolutions.com
KK Wind Solutions India Pvt. Ltd.	GST 29AAGCK5149P1ZR PAN AAGCK5149P	KK Wind Solutions India Pvt. Ltd. #44, 3rd Main, 3rd Cross, Industrial Suburb 2nd Stage, Yeshwantpur, Bangalore - 560022	KK Wind Solutions India Pvt. Ltd. #44, 3rd Main, 3rd Cross, Industrial Suburb 2nd Stage, Yeshwantpur, Bangalore - 560022	invoice.in@kkwindsolutions.com
	GST 29AAGCK5149P1ZR PAN AAGCK5149P	KK Wind Solutions India Private Limited, Building no 100 & 110, Thriveni Nagar, 603204 ORAGADAM-KANCHIPURAM REPUBLIC OF INDIA	KK Wind Solutions India Private Limited Building no 100 & 110, Thriveni Nagar, 603204 ORAGADAM-KANCHIPURAM REPUBLIC OF INDIA	invoice.oragadam@kkwindsolutions.com

To upload a document to any KK Wind Solutions legal entity, please refer to the details below:

 KK Wind Solutions legal entity	 Tax no.	 Invoicing address	 Delivery address	 Email address
KK Wind Solutions Taiwan Co. Ltd.	TW829405163	No. 35, Lugong Rd., Lukang Township, Changhua County 505029, Taiwan (R.O.C.)	No. 35, Lugong Rd., Lukang Township, Changhua County 505029, Taiwan (R.O.C.)	invoice.tw@kkwindsolutions.com
KK Wind Solutions Tianjin Co., Ltd.	91120191MA821R2K 9J	KK Wind Solutions Tianjin Co., Ltd. No. 99 Xinye 2nd Street West District Development Zone Tianjin 300462 PEOPLE'S REPUBLIC OF CHINA	KK Wind Solutions Tianjin Co., Ltd. 9 Xinxing Road The West Zone of TEDA 300462 TIANJIN PEOPLE'S REPUBLIC OF CHINA	invoice.cn@kkwindsolutions.com
PCH Engineering A/S	DK20891386	Ved Klædebo 4 DK-2970 Hørsholm	Ved Klædebo 4 DK-2970 Hørsholm	invoice.pch@kkwindsolutions.com



You can find the correct invoicing or delivery data on the purchase order provided by KK Wind Solutions.

Please contact your KK Wind Solutions reference person if you have any questions.





Thank you for your attention

We innovate to integrate®