



Appendix 2: Country-specific invoicing instructions – The Netherlands

If possible, please use English as your invoicing language.

Available invoicing options:

- PO flip on SAP Business Network*
- Electronic invoices via Tungsten (contact the supplier for more information)
- PDF invoices via e-mail

* SAP Business Network offers you an opportunity to invoice us electronically by flipping our Purchase Order (PO) into an invoice. **Note that if you choose this method, you should NOT send us your invoice via any other channel.** The non-PO invoicing functionality on SAP Business Network is not active.

Sending PDF invoices:

Below are instructions if you are doing business with IKEA (Ingka Group) Sweden and still wish to send PDF invoices.

Please put only one recipient e-mail address in “to” and any other relevant recipients in “cc”.

One invoice only per PDF attachment, and up to 10 attachments per e-mail. Any other document type will be rejected.

Make sure you send your invoice to the correct Ingka buying unit or the invoice may be returned to you.

Buying Company Name	
Ingka Holding B.V.	ingka-nl-001-idf1@pdfinbound.com
Ingka Services B.V.	ingka-nl-003-idf1@pdfinbound.com
Ingka Digital Netherlands B.V.	ikea000002-nl-1014-idf1@pdfinbound.com
Ingka Holding Overseas B.V.	ikea000002-nl-3001-idf1@pdfinbound.com
Fixit Investments I B.V.	ikea000002-nl-3282-idf1@pdfinbound.com
Fixit Investments II B.V.	ikea000002-nl-3283-idf1@pdfinbound.com
Ingka Pro Holding B.V.	ikea000002-nl-4001-idf1@pdfinbound.com
IKEA Vastgoed B.V.	ikea000002-nl-4590-idf1@pdfinbound.com
Ingka Investments B.V.	ingka-nl-006-idf1@pdfinbound.com
Ingka Investments Ventures B.V.	ikea000002-nl-4019-idf1@pdfinbound.com
Ingka Investments Ventures US B.V.	ikea000002-nl-4020-idf1@pdfinbound.com
Ingka Investments Ventures Europe B.V.	ikea000002-nl-4021-idf1@pdfinbound.com
II Renewable Energy Europe B.V.	ikea000002-nl-4025-idf1@pdfinbound.com
SunSHPP B.V.	ikea000002-nl-4026-idf1@pdfinbound.com
II Renewable Energy China B.V.	ikea000002-nl-4027-idf1@pdfinbound.com
Ingka Investment RE B.V.	ikea000002-nl-5353-idf1@pdfinbound.com
Ingka Holding Europe B.V.	ikea000002-nl-1001-idf1@pdfinbound.com
IKEA Finnish Real Estate B.V.	ikea000002-nl-1010-idf1@pdfinbound.com
IKEA B.V.	ikea-nl-004-idf1@pdfinbound.com
IKEA Beheer B.V.	ikea-nl-005-idf1@pdfinbound.com
IKEA Capital B.V.	ingka-nl-002-idf1@pdfinbound.com