

## Invoicing requirements

All invoices must:

- Be addressed to the appropriate entity – “Ramboll” isn’t sufficient
- Contain the correct company address
- Include reference to the person who ordered the services or goods
- Include itemized descriptions of goods/services rendered
- Include invoice number, date and payment terms which align with contract (where applicable)
- Tax amount and rate (where applicable)

All US and UK invoices **must** refer to a valid purchase order number. Invoices without a purchase order will be returned, resulting in delays in payment.

Please submit invoices by email.

K2M Entity	Ramboll Entity	Address	Invoice submittal Email	Queries
K2 Management A/S	Ramboll Denmark	Hannemanns Allé 53 2300 København S	<a href="mailto:Ramboll.110@pdf.basware.com">Ramboll.110@pdf.basware.com</a>	<a href="mailto:rbs_regnskab@ramboll.dk">rbs_regnskab@ramboll.dk</a>
K2 Management Renewables Limited /Prevailing Ltd	Ramboll UK Limited	Twenty3 Brunswick Place Southampton SO15 2AQ United Kingdom	<a href="mailto:Ramboll.162@pdf.basware.com">Ramboll.162@pdf.basware.com</a>	<a href="mailto:accountspayable@ramboll.co.uk">accountspayable@ramboll.co.uk</a>
K2 Management Analysis PTY Ltd	Ramboll Australia Pty Ltd.	Level 7, 41 St Georges Tce Perth 6000	<a href="mailto:Ramboll.318@pdf.basware.com">Ramboll.318@pdf.basware.com</a>	<a href="mailto:RSC_APAC_Expense@Ramboll.com">RSC_APAC_Expense@Ramboll.com</a>
K2 Management GMBH	Ramboll Deutschland GmbH	Jürgen-Töpfer-Straße 48 Hamburg 22763	<a href="mailto:Ramboll.352@pdf.basware.com">Ramboll.352@pdf.basware.com</a>	<a href="mailto:AP_DE@ramboll.com">AP_DE@ramboll.com</a>
K2 Management Poland Sp.z.o.o	Ramboll Polska Sp. z o.o.	ul. Bitwy Warszawskiej 1920 r. nr 7 Warszawa 02-336	<a href="mailto:Ramboll.187@pdf.basware.com">Ramboll.187@pdf.basware.com</a>	<a href="mailto:AP-REH@ramboll.com">AP-REH@ramboll.com</a>
K2 Management Taiwan Engineering Services Co. Ltd.				
K2 Management Vietnam Company Ltd.				
K2 Management Japan GK	Ramboll Japan KK	Level 21F, Shin-Marunouchi Center Building Tokyo 100-0005		
K2 Management Inc/ K2 Management Maryland LLC	Ramboll Americas Engineering Solutions, Inc.	333 West Washington St. Syracuse, NY 13221	<a href="mailto:Ramboll.194@pdf.basware.com">Ramboll.194@pdf.basware.com</a>	<a href="mailto:accountspayableUS@ramboll.com">accountspayableUS@ramboll.com</a>