

Invoicing requirements

All invoices must:

- Be addressed to the appropriate entity – “Ramboll or K” isn’t sufficient” 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 K2 Management A/S Taiwan branch	K2 Management A/S	Hannemanns Allé 53 2300 København S	Ramboll.406@pdf.basware.com	rbs_regnskab@ramboll.dk
K2 Management Renewables Limited /Prevailing Ltd	Ramboll UK Limited	Twenty3 Brunswick Place Southampton SO15 2AQ United Kingdom	Ramboll.162@pdf.basware.com	accountspayable@ramboll.co.uk
K2 Management Analysis PTY Ltd	Ramboll Australia Pty Ltd.	Level 7, 41 St Georges Tce Perth 6000	Ramboll.318@pdf.basware.com	RSC_APAC_Expense@Ramboll.com
K2 Management GMBH	Ramboll Deutschland GmbH	Jürgen-Töpfer-Straße 48 Hamburg 22763	Ramboll.352@pdf.basware.com	AP_DE@ramboll.com
K2 Management Poland Sp.z.o.o	Ramboll Polska Sp. z o.o.	ul. Bitwy Warszawskiej 1920 r. nr 7 Warszawa 02-336	Ramboll.187@pdf.basware.com	AP-REH@ramboll.com
K2 Management Beijing CO., Ltd	K2 Management Beijing CO., Ltd		ramboll.419@pdf.basware.com	
K2 Management Taiwan Engineering Services Co. Ltd.	K2 Management Taiwan Engineering Services Co. Ltd.		ramboll.414@pdf.basware.com	
K2 Management Vietnam Company Ltd.	K2 Management Vietnam Company Ltd.		ramboll.417@pdf.basware.com	

K2 Management Japan GK	Ramboll Japan KK	Level 21F, Shin-Marunouchi Center Building Tokyo 100-0005	ramboll.392@pdf.basware.com	
K2 Management Inc/ K2 Management Maryland LLC/K2 Management Michigan inc.	Ramboll Americas Engineering Solutions, Inc.	333 West Washington St. Syracuse, NY 13221	Ramboll.421@pdf.basware.com	accountspayableUS@ramboll.com