

Required layout of collection file (for collection service agreement)

Heading	Comment	Type	Length
FloraHolland administrative number	FloraHolland administrative number	Numeric	6
Sender location	Code is required. 'N' for Naaldwijk	Alphanumeric	1
FH third party admin. number	Administrative number of third party at FloraHolland	Numeric	6
Description	Invoice number and receivable number preferably to be indicated here. Possibly with a description of the invoice. This info will appear on FloraHolland's current account overview.	Alphanumeric	40
Invoice date	Date of invoice as yyyymmdd	Numeric	8
Invoice amount	Amount in cents, preceded by sign (+ or -) and including VAT.	Numeric	13

Contents:

- 'FloraHolland administrative number' is your client's administrative number; -
- 'Sender location' is the fixed descriptor 'N';
- 'FH third party admin. number' is your company's administrative number;
- 'Description' is a free-text description. This is intended for you to indicate your receivable number and invoice number to your client. This line is presented on the current account overview for your client and for yourself;
- 'Invoice date' is the date of your invoice;
- 'Invoice amount' is the invoice amount without decimal points and including VAT to be charged.

Requirements:

- All fields must be completed at all times;
- The length is the maximum length that can be used;
- Data to be provided ; - separated;
- Numeric fields do not need preceding zeros;
- The file must be a CSV file;
- Amount include VAT and do not include decimal points.

Example:

123456;N;654321;Receivable 7890, Invoice 12345 Transport;20070621;50000
 123457;N;654322;Receivable 5550, Invoice 12346 Handling;20070621;50000
 123458;N;654323;Receivable 8189, Invoice 12347 Paper;20070621;50000
 123459;N;654324;Receivable 7890, Invoice 12348 Transport;20070621;200025
 123460;N;654325;Receivable 5550, Invoice 12349 Transport;20070621;50000
 123461;N;654326;Receivable 7890, Invoice 12350 Administrat;20070621;42575
 123462;N;654327;Receivable 7890, Invoice 12351 Transport;20070621;19999

Sending files:

Incassofiles has to be send to incassodienst@cec.floraholland.com. The subject in the mail needs to content the word "Incasso" . If not; the mail will be eliminated automatically.

File delivered at least Tuesday 12.00 will be processed and settled the same week. If later; the processing will be moved to the next week.