

Invoicing information

The Netherlands Brain Bank (NBB) is a non-profit organization and the financial contribution is meant as compensation for the costs of brain banking, and not as payment for the brain tissue samples as such. Costs like donor recruitment, autopsies around the clock, processing samples in the lab, determining the neuropathological diagnosis, and handling and storing samples are very high. For this reason the NBB asks a financial contribution for the dissemination of tissue. The invoice will be sent after the tissue has been shipped.

This document will detail the procedure and requirements for payment to the NBB.

Required information

Your invoice information is requested in the Implementing Letter that must be signed before tissue samples can be shipped. The required information is:

- Invoice address;
- Purchase Order Number/ Other Reference: please inquire with your financial department what kind of reference they need indicated on the invoice;
- VAT number (EU only);
- Email address for the PDF Invoice;
- Inform us if a PDF Invoice via email is not acceptable. A hard-copy invoice will be sent.

Requirements of the payment

- Payment within 30 days after the date of the invoice;
- Mention our invoice number with the payment;
- Payment must be in Euro's (€);
- Payment must be via wire transfer;
- The NBB **cannot** accept cheques or credit cards;

Our Bank Information

Our Bank Information will be provided with the invoice. If the information is required beforehand, in order to set the NBB up as a supplier, please contact us via eNBB@nin.knaw.nl.

Questions? Please contact us via eNBB@nin.knaw.nl, or call 0031 20 566 5478 (Central European Time).