

Billing & Invoicing Guide

This manual provides an explanation of XXImo's monthly invoicing and a description of the accompanying documents.

Documents

On this page, you will find a complete overview of the documents related to XXIMO's invoicing, along with a brief explanation of each. Further on in this manual, you will find a detailed description of each document type. You can download these documents via the [XXIMO Customer Portal](#) by logging in with your administrator account.



1. Fee Invoice

The Fee Invoice contains all service-related fees charged during the invoicing period and provides a summary of the platform-related costs.



2. Product Invoice and Product Appendix

The Product Invoice summarises the mobility services used during the invoicing period and invoiced via XXIMO. Transactions are grouped by product category and show the applicable VAT and total amounts. Detailed transaction information can be found in the accompanying Product Appendix.



3. Transaction Specification

The transaction specification is an Excel file that contains the transactions related to a specific direct debit collection. The file provides a detailed overview per cardholder, including transaction date and time, amount including VAT, merchant details, job title and employee number.



4. Direct Debit Overview

This document provides an overview of all amounts collected during the relevant period via direct debit from your account. The availability of this document depends on the configuration of the mobility solution and may not be available for all customers.



1. Fee Invoice

Filename: Fee-Factuur-INV00123456_2026_02



FACTUUR "Fees XXImo Mobiliteitskaart"



Example B.V.
T.a.v. Crediteuren Administratie
Example Avenue 123
1234 AB Utrecht
Netherlands

BETAALD

Factuurdatum: 28-02-2026
Periode: 01-02-2026 t/m 28-02-2026
Factuurnummer: INV00123456
Debiteurnummer: 123456789

Samenvatting

PRODUCTCATEGORIE	Maatstaf van heffing	BTW-tarief 6%	BTW-tarief 21%	Totaal verschuldigde BTW	Totaal incl. BTW
XXImo-card eenmalige kosten	€ 11,00	€ 0,00	€ 11,00	€ 2,31	€ 13,31
XXImo maandelijkse kosten	€ 5,50	€ 0,00	€ 5,50	€ 1,16	€ 6,66
XXImo-card halfjaarlijkse kosten	€ 131,10	€ 0,00	€ 131,10	€ 27,54	€ 158,64
Administratieve kosten	€ 5,00	€ 0,00	€ 5,00	€ 1,05	€ 6,05
Transactie fee's	€ 17,92	€ 0,00	€ 17,92	€ 3,84	€ 21,76
TOTAAL	€ 170,52	€ 0,00	€ 170,52	€ 35,90	€ 206,42

XXImo BV www.xximo.be

Coremansstraat 34, 2600 Berchem, Belgium, T +32 78 15 49 50
Company number: 0501.639.062, VAT number: BE.501.639.062

Fee invoice

The Fee Invoice provides an overview of the service-related fees charged during the invoicing period for the use of the XXImo platform.

These fees are separate from the mobility transactions and relate to services such as card costs, administrative costs and transaction fees.

The invoice summarises the fees per product category and shows the applicable VAT and the total amount due for the invoicing period.

The document also contains the standard invoice information, such as the invoice number, invoice date, billing period and customer details.



2.1 Product Invoice

Filename: XXImo_Factuur_Producten_INV00123456_2026_02



FACTUUR "XXImo Mobiliteitskaart"



Example B.V.
T.a.v. Crediteuren Administratie
Example Avenue 123
1234 AB Utrecht
Netherlands

Factuurdatum: 28-02-2026
Periode: 01-02-2026 t/m 28-02-2026
Debiteurnummer: 123456789

Samenvatting

PRODUCTCATEGORIE	Maatstaf van heffing	BTW-tarief nvt	BTW-tarief 6%	BTW-tarief 21%	Totaal verschuldigde BTW	Totaal incl. BTW
Shared Mobility binnenland	€ 272,11	€ 0,00	€ 0,00	€ 272,11	€ 57,14	€ 329,25
Internationaal reizen	€ 377,22	€ 377,22	€ 0,00	€ 0,00	€ 0,00	€ 377,22
Openbaar vervoer binnenland	€ 5.519,35	€ 0,00	€ 5.519,35	€ 0,00	€ 331,03	€ 5.850,38
Openbaar vervoer buitenland	€ 1.932,99	€ 1.932,99	€ 0,00	€ 0,00	€ 0,00	€ 1.932,99
Taxi binnenland	€ 171,32	€ 0,00	€ 171,32	€ 0,00	€ 10,28	€ 181,60
Taxi buitenland	€ 1.499,31	€ 1.499,31	€ 0,00	€ 0,00	€ 0,00	€ 1.499,31
Shared Mobility buitenland	€ 33,08	€ 33,08	€ 0,00	€ 0,00	€ 0,00	€ 33,08
TOTAAL DEZE PERIODE	€ 9.805,38	€ 3.842,60	€ 5.690,67	€ 272,11	€ 398,45	€ 10.203,83

*Bij deze verzamel Factuur hoort een bijlage met de vereiste detailinformatie

- Dott, Coremansstraat 34 Berchem, NL859239603B01
- NMBS/SNCB 02, Frankrijkstraat 56 Brussel, BE0203.430.576
- NMBS/SNCB 03, Frankrijkstraat 56 Brussel, BE0203.430.576
- NMBS/SNCB 06, Frankrijkstraat 56 Brussel, BE0203.430.576
- NMBS/SNCB 11, Frankrijkstraat 56 Brussel, BE0203.430.576
- NMBS/SNCB 14, Frankrijkstraat 56 Brussel, BE0203.430.576
- NMBS/SNCB 16, Frankrijkstraat 56 Brussel, BE0203.430.576
- Poppy Mobility NV, Maliestraat 50 Elsene, BE0681.505.370

XXImo BV

www.xximo.be

Coremansstraat 34, 2600 Berchem, Belgium, T +32 78 15 49 50
Company number: 0501.639.062, VAT number: BE.501.639.062

Product Invoice

The Product Invoice provides a summary of all mobility services used during the invoicing period that are invoiced via XXImo. These services are delivered by mobility partners such as public transport providers, taxi companies and shared mobility providers.

The invoice groups the transactions by product category (for example public transport, taxi or shared mobility) and shows the total amount per category. The document also displays the applicable VAT rates and the total amount including VAT for the invoicing period.

Because the invoice is a summary document, the detailed transaction information is provided in the accompanying Product Appendix. This appendix provides a detailed overview of transactions issued by mobility partners.



2.2 Product Appendix

Filename: Producten-bijlage-INV00585195_2026_02



BIJLAGE bij FACTUUR "XXIMO mobiliteitskaart"

"Verzamelfactuur uitgereikt door XXIMO in naam en voor rekening van onderstaande Partners"



Example B.V.
T.a.v. Crediteuren Administratie
Example Avenue 123
1234 AB Utrecht
Netherlands

Factuurdatum: 28-02-2026
Periode: 01-02-2026 t/m 28-02-2026

NMBS/SNCB 11, Frankrijkstraat 56 Brussel, BE0203.430.576

Boekingsnummer	Nummer van de gebruikte kaart	Datum van levering	Aard product	Geleverde hoeveelheid	Prijs excl. btw	Btw-tarief	Btw-bedrag	Totale prijs (incl. btw)	Factuurnummer leverancier
12345	12345678	2/6/2026 6:48:15 AM	Openbaar vervoer binnenland	N.V.T.	7,74	6,00	0,46	8,20	2026.001
TOTAAL					7,74	6,00	0,46	8,20	

NMBS/SNCB 06, Frankrijkstraat 56 Brussel, BE0203.430.576

Boekingsnummer	Nummer van de gebruikte kaart	Datum van levering	Aard product	Geleverde hoeveelheid	Prijs excl. btw	Btw-tarief	Btw-bedrag	Totale prijs (incl. btw)	Factuurnummer leverancier
12345	0123456788	2/12/2026 5:51:41 AM	Openbaar vervoer binnenland	N.V.T.	116,98	6,00	7,02	124,00	2026.021
12346	0123456789	2/10/2026 5:43:20 AM	Openbaar vervoer binnenland	N.V.T.	140,57	6,00	8,43	149,00	2026.020
12347	12345678	2/9/2026 7:37:06 AM	Openbaar vervoer binnenland	N.V.T.	1 171,70	6,00	70,30	1 242,00	2026.018
12348	0123456787	2/2/2026 6:04:42 AM	Openbaar vervoer binnenland	N.V.T.	1 428,30	6,00	85,70	1 514,00	2026.015
TOTAAL					2 857,55	6,00	171,45	3 029,00	

NMBS/SNCB 02, Frankrijkstraat 56 Brussel, BE0203.430.576

Boekingsnummer	Nummer van de gebruikte kaart	Datum van levering	Aard product	Geleverde hoeveelheid	Prijs excl. btw	Btw-tarief	Btw-bedrag	Totale prijs (incl. btw)	Factuurnummer leverancier
12348	12345678	2/17/2026 6:33:40 AM	Openbaar vervoer binnenland	N.V.T.	8,87	6,00	0,53	9,40	2026.022
12348	12345678	2/3/2026 6:27:07 AM	Openbaar vervoer binnenland	N.V.T.	8,87	6,00	0,53	9,40	2026.015
TOTAAL					17,74	6,00	1,06	18,80	

Product Appendix

The Product Appendix is an attachment to the invoice that provides a detailed overview of transactions issued by mobility service partners and invoiced via XXIMO.

This document contains the transaction details per supplier, including information such as the card number used, the date of delivery, the type of product or service, the applicable VAT and the total price.

The appendix groups the transactions per supplier and shows the corresponding totals. It serves as a supporting document to the invoice and provides additional detail on services that are invoiced by partners in the name and on behalf of XXIMO.



3. Transaction Specification

Filename: XXImo_TransactieSpecificatie_150123685_2026_02



The Transaction Specification is an Excel file that provides a detailed overview of the transactions included in a specific direct debit collection. Each row represents a transaction and contains information about the cardholder, the XXImo card number, the transaction date and time, the merchant details and the transaction amount including VAT.

This document helps customers identify which transactions are included in the collection and provides additional detail. At the bottom of the document the total amount of the listed transactions is shown.

Timing of transactions

XXImo receives transaction data from mobility service partners. In some cases, transactions may be received after the invoicing period has closed. As a result, certain transactions may appear in a later invoice or transaction specification than the period in which the service was actually used.



Transacties behorende bij deze incasso

Naam Kaarhouder	XXImo Nummer	Datum Transactie	Tijdstip Transactie	Bedrag incl BTW	Merchant Naam	Merchant Plaats	Functienaam	Personeelsnummer
Example Person 1	12345671	30-12-2025	10:44:43	€1,50	INT*AIR-serv NL	Waalwijk	Financieel Manager	12341
Example Person 1	12345671	31-12-2025	10:10:53	€200,00	Snel Tank Wichink	HEETEN	Financieel Manager	12341
Example Person 1	12345671	31-12-2025	10:12:31	(€127,61)	Snel Tank Wichink	HEETEN	Financieel Manager	12341
Example Person 1	12345671	04-01-2026	14:52:49	(€136,63)	Snel Tank Wichink	HEETEN	Financieel Manager	12341
Example Person 2	12345672	01-01-2026	00:00:00	€6,05	XXImo		Algemeen Directeur	12342
Example Person 3	12345673	01-01-2026	00:00:00	€6,05	XXImo		Productontwikkelaar	12343
Example Person 1	12345671	01-01-2026	00:00:00	€6,05	XXImo		Financieel Manager	12341
Example Person 4	12345674	01-01-2026	00:00:00	€6,05	XXImo			12344
Example Person 1	10125402	01-01-2026	00:00:00	€4,24	XXImo		Financieel Manager	12345
Example Person 2	10125403	01-01-2026	00:00:00	€4,24	XXImo		Algemeen Directeur	12342
Example Person 1	12345671	04-01-2026	14:51:38	€200,00	Snel Tank Wichink	HEETEN	Financieel Manager	12341
Totaal bedrag				€169,94				

