UNIVERSITY OF TWENTE.

Invoice Guidelines

To ensure timely and accurate processing of invoices, it is important that they meet a number of specific requirements.

Invoices in PDF format

- Send your digital invoice in PDF format to: invoices@utwente.nl.
- Only one invoice per email. Any attachments related to the invoice must be included within the same PDF file.

Electronic Invoices

- Invoices must be submitted as XML according to the UBL 2.1 standard, preferably via the **Peppol network** or as an attachment via email.
  - Include the original invoice as a PDF file.
  - For XML invoices via Peppol network: https://peppolautoriteit.nl/
  - For XML invoices via email: send your XML-format invoice to: invoices@utwente.nl

In addition to the legal requirements of the Dutch tax authorities, the following specific details must be included on your invoice:.

Invoice Details:	
Invoice Address:	Universiteit Twente Attn. Crediteurenadministratie PO Box 217 7500 AE Enschede The Netherlands
Other Invoice Requirements:	Include the purchase order number on the invoice. The purchase order number is stated on the purchase order itself. Example: UT12345678. If you do not have a purchase order, you can request one from your contact person at the University of Twente. Only one purchase order number may be stated per invoice. If the invoice is a partial invoice, clearly indicate this on each invoice. If the invoice is the final invoice in a series of partial invoices, please state that it is the final invoice.

Addiotional University of Twente Information:	
VAT-nummer	NL002946725B01
KvK-nummer	50130536

Question?
If you have questions regarding the processing or payment of your invoice, please contact: crediteuren@utwente.nl.

Incorrect Invoice?
If your invoice does not meet the above requirements, the University of Twente reserves the right to return the invoice..