

Invoice requirements

For efficient and correct processing of your invoice, it is important that your invoice contains several specific criteria.

Digital invoices

- Send your digital invoice in pdf format to: invoices@utwente.nl.
- Send a separate e-mail for each invoice. Any attachments to the invoice must be included in the pdf of the invoice.
- Only one (purchase) order number may be referred to per invoice. This means no batch invoices, unless explicitly agreed otherwise.
- If the invoice concerns a partial invoice, this must be mentioned on the invoice. The last invoice in a series of partial invoices must mention that it is the final invoice.

In addition to the [legal requirements](#) of the tax authorities, it is important that the following specific requirements are included in your invoice.

Invoice details:	
Postal address:	University of Twente Finance Department PO Box 217 NL-7500 AE Enschede The Netherlands
Other invoice requirements:	<p>Mention the (purchase) order number on the invoice. The (purchase) order number is mentioned on the (purchase) order. For example: UT12345678 or 12AAA123456</p> <p>In case there is no (purchase) order: Mention the OFI number on the invoice. The OFI number consists of an 8-digit number that is preceded by the term "OFI". For example: OFI 12345678 (the numbers are contiguous).</p> <p>You can request the (purchase) order or OFI number from your contact person at the University of Twente.</p>

Other information University of Twente:	
VAT number	NL002946725B01
Chamber of Commerce number	50130536

Questions

If you have any questions about the processing or payment of your invoice, you can contact us via crediteuren@utwente.nl.

Incorrect invoices

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