

## Invoice requirements

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

### Digital invoices

- You can send your digital invoice in pdf to: [invoices@utwente.nl](mailto: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 of 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</p> <p>In case there is no purchase order: Mention the work order number on the invoice. The work order number consists of a 10-digit number that is preceded by the term "Work ord.". For example: Work ord. 12345678-10 (the number consists of 8 digits followed by a hyphen and 2 digits).</p> <p>You can request the purchase order or work order 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 by e-mail [crediteuren@utwente.nl](mailto: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.