

## Invoice requirements

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

If you are able to send electronic invoices, we would like to refer you to the [Electronic Invoice Requirements](#).

### 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.
- 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.