

Invoice requirements

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

Electronic invoices

- Invoices must be submitted in XML format according to the UBL 2.1 standard, preferably via the Peppol network or as an attachment via email.
 - Attach the original invoice in PDF format.
 - For XML invoices via the Peppol network: [Peppol Authority](#)
 - For XML invoices via email: Send your invoice in XML format to: e-invoicing@utwente.nl
- 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.

If you are unable to send electronic invoices, we refer you to the [Digital Invoice Requirements](#).

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:	
Peppol IDs	VAT number: 9944:NL002946725B01 Chambre of Commerce number: 0106:50130536
Postal address:	University of Twente Finance Department PO Box 217 NL-7500 AE Enschede The Netherlands
Other invoice requirements:	Mention the purchase order number on the invoice. The purchase order number is mentioned on the purchase order. For example: UT12345678 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). You can request the purchase order or work order number from your contact person at the University of Twente.

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.

Incorrect invoices

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