

University of Twente Invoicing Guide

*For prompt payment
of your invoice.*

You would like the University of Twente to pay your invoices on time. In order to make this possible, your invoices will need to comply with the University's requirements. This Invoicing Guide will help you to meet those requirements. Together, you as a supplier and the accounts payable department at the University of Twente can then ensure that your invoices are processed and settled properly and promptly. We will not be able to process any invoices that do not comply with the instructions given in this Invoicing Guide and we will return such invoices to you.

What can you do in order to ensure that your invoices are paid on time

This Invoicing Guide is a quick and easy reference document that shows you how to prevent any unnecessary delays to the processing and payment of your invoices.

Where to send your digital invoice

Send digital invoices (in PDF format only), stating an order number and/or OFI number to: invoices@utwente.nl and internationaloffice@utwente.nl.

State the following details on your invoice:

1. Name and address of your association.
2. The correct invoice address;
University of Twente
Accounts Payable Department
PO Box 217
7500 AE Enschede
3. Invoice number and date.
4. The delivery address;
International Office
S. Kotter
Vrijhof
5. The order number or the OFI number;
74018140
6. A description of the services ordered;
Subsidy IO 2016
7. Your SWIFT/BIC and IBAN code (bank account).
8. Your VAT and Chamber of Commerce numbers.

Any questions?

If you have any questions about the processing or payment of your invoices, please send an email to: crediteuren-fez@utwente.nl.