

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 any such invoices to you.

What you can 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

State the following details on your invoice:

1. Name and address of your company;
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: the address to which the goods and/or services were delivered;
5. The **order number** or the **OFI number** (a 8-digit number preceded by the word "OFI-number") which you received from your contact;
6. A description of the goods and/or services ordered/supplied;
7. The quantity ordered and the price, if applicable;
8. The correct turnover tax amount;
9. Your SWIFT/BIC and IBAN code (bank account);
10. Your VAT and Chamber of Commerce numbers.

When sending a credit note:

1. State the original invoice number to which the credit note relates;
2. State your SWIFT/BIC and IBAN code (bank account).

If you refund an amount, always state the invoice number.

Transfer refunds to the following account:

IBAN (bank account number)

NL86ABNA0592729540

BIC: ABNANL2A

In the name of:

University of Twente in Enschede

What you can do in order to prevent delays to the payment of your invoices

- Always ask for an order number or an OFI number when accepting an order and then state this number on the invoice.
- Send us your invoice as soon as possible following delivery of your goods and/or services.

Please note: you may not submit summary invoices unless you have an explicit agreement with the University about this

Any questions?

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