

# Invoice requirements University of Twente

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

## Where to send your digital invoices

You can send your (separate<sup>1</sup>) digital invoice (pdf) to: [invoices@utwente.nl](mailto:invoices@utwente.nl)

- Please note: You may not submit summary invoices unless you have an explicit agreement with the University of Twente about this.

In addition to the [Legal requirements](#) of the Tax authorities, it is important that the following specific details are stated on your invoice

Invoice details:	
Postal Address:	<b>University of Twente</b> <b>Financial Department</b> <b>PO Box 217</b> <b>NL-7500 AE Enschede</b> <b>The Netherlands</b>
Other invoice requirements:	<p>➤ <b>Purchase Order:</b> The Purchase order number is preceded by the term <b>PO NUMBER</b></p> <p>For example: PO NUMBER 12AAA123456</p> <p>Or</p> <p>➤ <b>OFI number:</b> (The OFI number exists of an 8-digit project number that is preceded by the term <b>OFI number</b>)</p> <p>For example: OFI number 12345678 (the numbers are contiguous)</p> <p>(The PO number or OFI number is obtained by the contact person or buyer of the University of Twente)</p>

Other information University of Twente:	
VAT number University of Twente	➤ NL002946725B01
Chamber of Commerce (KvK)	➤ 50130536

## Any questions ?

If you have any questions about the processing or payment of your invoice, you can contact us by E-mail [crediteuren-fez@utwente.nl](mailto:crediteuren-fez@utwente.nl) or by telephone number +0031 53 489 2174 (only available on the morning)

## Incorrect Invoices

Invoices which do not meet the requirements as mentioned above, will not be processed and will be returned by sender.

<sup>1</sup> One invoice per E-mail