

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 (separate¹) digital invoice (pdf) to: 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:	University of Twente Financial Department PO Box 217 NL-7500 AE Enschede The Netherlands
Other invoice requirements:	<p>➤ Purchase Order: The Purchase order number is preceded by the term PO NUMBER</p> <p>For example: PO NUMBER 12AAA123456</p> <p>Or</p> <p>➤ OFI number: (The OFI number exists of an 8-digit project number that is preceded by the term OFI number)</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 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.

¹ One invoice per E-mail