Utrecht University invoice address

To ensure that our administration can process incoming invoices promptly and efficiently, it is important that invoices not only comply with legal requirements, but also with the specific requirements of Utrecht University. This helps ensure swift payment.

How does it work?

Always use the following invoice address and ask your contact/client to provide you with the correct reference number.

The invoice address is: Utrecht University
Attn. ASC
P.O. Box 80011
3508 TA Utrecht
The Netherlands

Utrecht University prefers digital invoices. They can be sent to: asc.factuur@uu.nl
To avoid double payments, please send your invoices only to this mail address.

Correct reference numbers are the following:
1. The SAP order number issued by Utrecht University – this is a number consisting of eight or ten digits.
2. The WBS element of Utrecht University – this is a figure comprising two letters followed by one or more full stops and series of numbers. It is important to ensure that all the full stops between the numbers are included in the WBS element.
   An example of a WBS element: AB.123456.78

Any questions?

Contact the Financial Administration
Tel: +31 30 2533889
infocrediteuren@uu.nl