



E-invoicing

Utrecht University accepts e-invoices and we would like to receive all invoices as e-invoices. To fully implement this, we are affiliated with the Peppol Access Point. Connected organizations can exchange business documents, such as various electronic formats, via the Peppol network. An example of such a format is the XML invoice. This will result in a more efficient working method for both us and you as a supplier. Also through Peppol you can safely send e-invoices to Utrecht University.

What is an e-invoice?

An e-invoice is a structured digital file that is supplied electronically. An e-invoice is processed automatically. Manual entry of the invoice in the administration is therefore not necessary. PDF invoices sent by e-mail must be processed manually; these are therefore not the same as e-invoices.

Why e-invoicing?

- Easier: processing is automated
- Faster: the manual entry is omitted
- More accurate: no errors due to digital processing
- Safer: Each invoice is validated on IBAN, CoC and VAT number. Double and fraudulent will be effectively intercepted

Requirements for an e-invoice

A valid reference number is required. Invoices cannot be processed without a correct reference number and will be returned to the sender. A valid reference number is:

1. A 10-digit order number
OR
2. A WBS-element

This reference number is provided to you by your client.

E-invoicing allows only one order number or WBS-element per invoice.

The reference has to be placed in 'Buyer Reference' or 'Order Reference' field in the XML.

You can send your e-invoices (including attachments) via:

1. A random invoice portal such as eConnect;

On the website of [eConnect](#) you can create an account and easily generate an electronic invoice to be send via Peppol. Please contact eConnect for more information.

2. PEPPOL;

Via this secure European network you can e-invoice with all other organizations that are connected to this network. If you are connected to Peppol, you can trace Utrecht University via the [Peppol Directory](#) on the basis of our Chamber of Commerce number (30275924) or Peppol ID 0106:30275924.

Questions? Please contact us

Please contact Chatbot Max on [our website](#), he is available 24/7. Otherwise you can email us at infocrediteuren@uu.nl. We can be reached by phone via +31 30 253 38 89 from Monday to Friday between 9am till 12pm and 1pm till 4pm.