



Utrecht University's invoice address

In order to ensure that the accounting department can process incoming invoices promptly and efficiently, it is important that invoices not only comply with legal requirements, but also with specific requirements set by Utrecht University. This helps ensure swift payment.

Address

The invoice must be addressed to Utrecht University.

The correct address for invoices is:

Utrecht University Attn. ASC
P.O. Box 80.011
3508 TA UTRECHT

The stated address may be a different but valid university address. Please submit your invoices digitally via asc.factuur@uu.nl. To process our invoices promptly and efficiently we would appreciate invoices being sent digitally at all times.

The Utrecht University VAT number is NL0017.98.650.B.01.

Reference number

Always ask your client to provide you with a correct reference number. Invoices cannot be processed without a correct reference number and will therefore be returned to the sender. A valid reference number is:

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

Digital reception

Accounting services prefers to receive invoices digitally. Please note: Do not send a paper invoice in addition to a digital/electronic invoice, to avoid duplication! Invoices preferably to be sent in a pdf-A (Archive) format; attachments must be part of this pdf. Each invoice has to be saved as a single pdf. Digital invoices can be sent to: asc.factuur@uu.nl.

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.