

Utrecht University's invoice requirements*

Please find below Utrecht University's requirements related to the specifications a supplier must include on an invoice. Include on each invoice:

- your full name and that of your customer (of Utrecht University)
Mention your legal name (the name that appears on the company articles of association). You may also use your trading name (the name under which the company trades), if it is registered with the address and residence at the Chamber of Commerce.
It is customary for tax entities to mention the name of the unit that provided the service on the invoice.
- your full address and that of your customer (of Utrecht University)
Use the address at which your company is actually registered. Mentioning your P.O. Box number alone does not suffice.
- your VAT number
It is customary for tax entities to mention the VAT number of the unit that provided the service.
- your Chamber of Commerce number
- the date on which the invoice was issued
- a unique serial number (unique invoice number)
- a description of the goods or services you supplied
- the number of goods or services supplied
- the date on which the goods or services were supplied, or the date an advance payment was made
- the amount charged, excluding VAT
If you supply services or goods at different VAT rates, please specify the amounts separately. Also specify the price per unit, if applicable.
- the VAT rate charged
- the VAT amount
- the total amount, including VAT
- the legally compulsory statement 'VAT reverse charge' when the VAT obligation is shifted towards Utrecht University (when dealing with foreign suppliers)
- the bank account number (SEPA), the bank account name, BIC/SWIFT code and IBAN number (only specify the IBAN for payments in Europe)
For all foreign banks you must also specify the name of the bank, the bank's location and sort code and/or ABA routing number.
- the reference (SAP order number or WBS-element) and name of your contact

Utrecht University only processes digital invoices.

Because of the digital processing, it would be appreciated if you would no longer send us handwritten invoices.

When invoices are electronically submitted, the invoice address must contain 'Universiteit Utrecht' in the opening. The stated address must furthermore be a valid university address.

Each invoice should be submitted as a PDF file (PDF A /archive), with any enclosures included in the same file. Always use the following address to send digital invoices: asc.factuur@uu.nl.

Utrecht University has been able to accept E-invoices since April 2019 and we strive to receive all invoices as E-invoices. The VAT number is NL0017.98.650.B.01 and the Chamber of Commerce number is 30275924.

NOTE: A proforma invoice is **not** an invoice and therefore cannot be processed as such.

*Invoice requirements are based on the Dutch Tax and Customs Administration regulations and the requirements established by Utrecht University.