

## **Utrecht University 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

When invoices are submitted digitally, the stated address may be another valid university address.

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

### **Reference number**

Invoices cannot be processed and will therefore be returned to sender when the reference number misses.

Correct reference numbers are as follows:

1. a ten-digit order number

OR

2. a WBS-element

Your client will give you a reference number.

### **Digital reception**

Accounting services prefers to receive invoices digitally.

Invoices are preferably in 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](mailto:asc.factuur@uu.nl)

### **Any Questions?**

Contact the University Corporate Office, Finance, Control & Administration – Accounting Services – Accounts Payable

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