Invoice Guideline

For timely and correct processing of invoices, it is important that they meet several specific requirements.

Digital invoices

- Send your digital invoice in PDF format to: invoices-su@utwente.nl
- One invoice per email. Any attachments related to the invoice must be included in the invoice PDF.
- If the invoice is a partial invoice, please clearly state this on each invoice. If it concerns the final invoice of a series of partial invoices, please indicate that it is the final invoice.

In addition to the statutory requirements of the tax authorities, it is important that the following specific details are included on your invoice.

Invoice details:	
Invoice address:	Stichting Student Union Universiteit Twente T.a.v. Crediteurenadministratie Postbus 217 7500 AE Enschede
Additional invoice requirements:	Please state the cost center number on the invoice, for example: SU10000. The workorder number can be obtained via your contact person at the Stichting Student Union.

Other details Stichting Student Union Universiteit Twente	
KvK-nummer	06091450

Questions
If you have any questions regarding the processing or payment of your invoice, please contact us via studentunion@utwente.nl

Invoice incorrect?
If the invoice does not meet the above requirements, Stichting Student Union Universiteit Twente reserves the right to return your invoice.