

Guidelines for the processing of purchase invoices

For the processing of orders and invoices, the following information must be mentioned on the invoice:

- **Billing address of Leiden University:**

Leiden University
Attn. Financial Shared Service Centre (FSSC)
P.O. box 9500
2300 RA Leiden
The Netherlands

- The 10-digit SAP-order number or the Purchase Order (PO) number
- Name of the person responsible for placing the order
- The VAT number of Leiden University:
 - For suppliers within the EU **NL 00.19.35.549 B01**
 - For suppliers outside of the EU **NL 80.97.78.282 B01**
- IBAN / bank details of the supplier

E-invoicing:

Leiden University makes use of e-invoicing. To facilitate this the university is connected via Peppol (www.peppolautoriteit.nl) and can be found through VAT-number NL001935549B01 and/or CoC number 27368929.

Available xml-formats are SI-UBL versions 1.0 / 1.1 / 1.2 / 2.0. E-invoices sent by email will not be processed.

If you are unable to send out the former xml-formats, then please send in pdf-invoices by email. For processing purposes, please send only one invoice in Pdf-format per email: facturen@assc.leidenuniv.nl

NB: the above email address is meant only for the receipt and processing of invoices.

Legal invoice requirements

Which data must be included on every invoice?

[Customs and Tax Administration > Legal invoice requirements](#)

- The name and address of **Leiden University**
 - The name and address of the supplier
 - The VAT identification number of the supplier
 - The invoice number
 - The invoice date
 - The date on which the goods or services were supplied
 - The quantity and type of goods supplied
 - The nature and type of services supplied
 - CoC number of the supplier (if applicable)
- Invoices must also include the following data for every **VAT tariff or exemption**:
- The price per piece or unit, excluding VAT
 - Any reductions that are not included in the price
 - The VAT tariff that has been applied
 - The cost (the price excluding VAT)
 - In case of advance payment: the date of payment, if this is different from the invoice date
 - The amount of VAT



**Universiteit
Leiden**
The Netherlands

Leiden University applies a standard payment term of 14 days

For all questions regarding financial services or the processing of invoices:
fssc-servicepunt@assc.leidenuniv.nl (+ 31) 071 527 5555

Financial Shared Service Centre