

# Guidelines on submitting purchase invoices

- Information stated on the invoice
- E-invoicing
- Legal invoice requirements



**Universiteit  
Leiden**

Administratief Shared  
Service Centre



## Guidelines on submitting purchase invoices for third parties & independent contractors

For processing of invoices, the following information needs to be stated on the invoice

- Invoice address
- Leiden University
- attn. ASSC Financial Rapenburg 70, 2311 EZ Leiden
- The 11 -digit project numbers, cost center numbers or buying order (please ask the original purchaser)
- Name of the contact person for the order concerned
- IBAN / bank details of the supplier

### E-invoicing

Leiden University makes use of e-invoicing. For this purpose, the university is a member of the Peppol network ([www.peppolautoriteit.nl](http://www.peppolautoriteit.nl)). If you want to send an invoice to Leiden University, you can find us by entering the VAT number NL001935549B01 and/or Chamber of Commerce (KvK) number 27368929. You will then be able to formulate the invoice.

The xml formats that we can receive are SI-UBL versions 1.0 / 1.1 / 1.2 / 2.0. E-invoices sent by email will not be accepted for processing

If you are not able to send the e-invoicing formats listed above, you can submit invoices in PDF format by email. You should send only one PDF invoice per email message, as they are processed automatically:  
[facturen@assc.leidenuniv.nl](mailto:facturen@assc.leidenuniv.nl)

Please note: this email address is only used for receiving and processing invoices.



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What information needs to be stated on the invoice? [Belastingdienst.nl](https://belastingdienst.nl) > Invoice requirement [factuur](#)

- The name and address of Leiden University
- The name and address of the supplier (a P.O. Box alone is not sufficient)
- The VAT identification number of the sole proprietor/entrepreneur
- The invoice number
- The invoice date
- The date on which the services were supplied
- The number of hours worked, and the period
- The nature and type of services supplied
- Chamber of Commerce (KvK) number of the supplier (if applicable)

Invoices must also include the following information 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)
- The amount of VAT
- If you do not charge VAT, you must have provided us with your Dutch citizen service number (BSN) and date of birth

For all questions and other matters relating to payment of invoices, please contact [fssc-servicepunt@assc.leidenuniv.nl](mailto:fssc-servicepunt@assc.leidenuniv.nl) or (+ 31) 071 527 5555

