

Invoice requirements purchase invoices

Any invoice sent to NHL Stenden University for the delivery of goods or services demands some invoice requirements. Below you can find these invoice requirements.

Central billing address

To make sure your invoice will be processed as soon as possible it needs to be sent to the following address:

NHL Stenden University ()
Accounts Payable
P.O. Box 1080
8900 CB Leeuwarden*

(*) invoices for NHL Stenden Hospitality Group need to be sent NHL Stenden Hospitality Group B.V..

References

The following invoice requirements/references will make sure that your invoice will be processed to the correct responsible person at NHL Stenden University.

- Cost centre
- Purchaser
- Unit orderer (Academy/Service)
- Project number
- VPN-number (only for FLWO and/or DLWO)

Any invoice received by NHL Stenden University that is not compliant to those requirements/references can not be processed and will be sent back to the supplier!

Digital invoicing

We would like to receive all purchase invoices in 2.1 UBL-format or PDF-format and they can be send to:

- | | |
|---|--|
| ■ NHL Stenden University (incl. ECNO and MIWB): | invoice@nhlstenden.com |
| ■ NHL Stenden Hospitality Group | invoice.nhg@nhlstenden.com |

Questions e-invoicing

If you have any questions regarding e-invoicing (2.1 UBL-format) you can contact the Accounts Payable department by sending an email to invoice@nhlstenden.com.



Invoice specifications

We ask you to send any invoice specifications, such as order conformation and/or signed timesheets, as an appendix to the original invoice.

Other (legal) demands:

- Unique Invoice number
- Date of invoice
- Address information of the supplier
- A clear description of the goods or services that have been delivered
- If applicable:
 - CoC number of the supplier
 - VAT number of the supplier
 - in the event of 0% VAT rate an indication of the applicability of this regulation
 - VAT rate
 - VAT amount
- IBAN code, BIC code and the ascription of the account number

The delivery of goods or services from any other EU-country to The Netherlands have to be invoiced with a 0% VAT rate (intra-Community supplies). It is important that in the description on the invoice "Reverse Charge" is mentioned, combined with our VAT number:

- | | |
|--|----------------|
| ■ NHL Stenden hogeschool (incl. ECNO and MIWB) | NL007369694B01 |
| ■ NHL Stenden Hospitality Group | NL814026709B01 |

According to our purchasing conditions we adhere to a payment term of 30 days.

Questions?

If you have any questions you can contact us by sending an email to invoice@nhlstenden.com or call us at +31 (0)58 25 12 700

