

Invoice conditions: help us pay invoices on time

1. Quote the budget number on the invoice.

And not in an attachment or cover e-mail.

2. Type the budget number.

Budget numbers written by hand are not recognised by the software.

3. The invoice should quote the correct name.

The invoice should be addressed to Erasmus University Rotterdam or one of the faculties.

4. The invoice/ expense report and any attachments should be in pdf format.

This file format is recognised by the system.

5. Budget numbers (8 digits) or WBS / project number (>8 digits) should be written correctly.

The first eight digits together without spaces, points etc. After the first eight digits a point and then after every three digits a point, e.g. 12345678.123.123

6. Insert no comments in the pdf.

These are not recognised by the software.

7. Correct e-mail address for invoices and expense claims: invoice.fis@eur.nl

All incoming invoices for Erasmus University Rotterdam are handled by the Accounts Payable department. The invoices are processed digitally. In addition to the statutory invoice conditions, EUR applies these seven conditions to ensure that the process runs as smoothly as possible and that payment is made on time.

The accounts payable department can only accept invoices for processing that meet these 7 conditions.

The correct e-mail address for questions and reminders:
accounts.payable.fis@eur.nl

