

## Requirements for Invoices

To ensure that invoices can be properly assigned, the University of Bonn requires that all invoices **include the order number from the order confirmation** as well as the invoice address in the following form:

**University of Bonn**

**Precise description of the organizational unit (such as institution, section)**

*Optional: Name of invoice recipient (same as the service recipient)*

**Regina-Pacis-Weg 3**

**D-53113 Bonn**

Please note that any invoice that cannot be assigned will be returned to the invoice issuer with a request for correction; the invoice will not be paid until the cited issues are rectified.

### 1) Invoice requirements based on the Sales Tax Act (for companies)

These apply in all cases where the supplier is a company.

- Complete name and address of the supplier
- Complete name and address of the customer (service recipient), in the aforementioned form for easier assignment
- Tax number or the sales tax ID number of the company
- Date of issuance
- Unique invoice number issued by the company
- Volume of delivered articles/services
- Type (standard commercial description) of the delivered articles/services
- Time of delivery and receipt of fees, if not identical
- Fee, broken down by tax rates and including details on tax exemptions, where applicable
- Itemized list of any discounts
- Applicable tax rates and totals apportioned to the fee
- Note on the compulsory retention rules if the company has delivered goods or other services in relation to real estate

### 2) Invoices from private persons (private invoices)

Private persons may submit invoices. These private invoices must also include certain mandatory details.

- Name and date of the supplier or seller
- Tax number of the natural person, i.e. the supplier
- Name and address of the customer (recipient), in the aforementioned form for easier assignment
- Date of issuance of invoice
- Service period or time period of sale
- Scope of service plus volume and description of goods
- No sales tax for private invoices (private persons are not obligated to collect sales tax)

## **Important note on electronic invoices**

Electronic invoices require the approval of the invoice recipient. Because electronic invoices involve certain compulsory requirements for the recipient, prior written approval by the recipient is inherently required for electronic submission.

Should the invoice recipient indicate that electronic invoices are not welcome, then the invoice must be submitted in paper form.

The University of Bonn is currently implementing a suitable process for the receipt and ongoing processing of electronic invoices. All vendors will be informed in writing when this transition is complete.

**For now, the University of Bonn explicitly requires the submission of invoices in paper form.**