

Universität Stuttgart

The Chancellor

Central Administration
Division 5
Department 52 Finanzbuchhaltung, Uni-
versitätskasse und Reisekosten

Contact person
Derya Hibinger
Email:
finanzbuchhaltung@verwaltung.uni-stuttgart.de

Universität Stuttgart - Zentraler Rechnungseingang - Keplerstr. 7 - 701074 Stuttgart
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To all suppliers and service providers of the University of Stuttgart

Stuttgart. 28.04.2025

Guidelines für Electronic Invoicing

Dear Sir or Madam,

We would like to inform you about the current regulations regarding electronic invoicing at the University of Stuttgart. Please observe the following instructions to ensure your invoice can be processed correctly.

Since 01 January 2022, electronic invoicing is mandatory for all suppliers of the University of Stuttgart. Exceptions apply only to individual orders up to €1,000 net and to suppliers based outside the EU1. Rechnungsversand

1. Invoice Submission

Please send your invoices and credit notes exclusively in electronic form to:
rechnung@uni-stuttgart.de

Accepted formats:

- XRechnung (current version)
- ZUGFeRD 2.x
- PDF/A (preferably PDF/A-3)

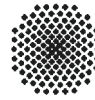
Important:

The email must be sent directly by the supplier. Forwarding by university staff is not permitted, as this would violate legal requirements for the authenticity and integrity of the invoice.

Note on paper invoices:

If invoices are submitted electronically, additional submission by post is not permitted. Double submission (email and post) causes unnecessary duplicate processing and delays in the invoice workflow.

In exceptional cases, if a paper invoice must be submitted, please use the same invoice address as for electronic submissions.



2. Mandatory Invoice Information

The invoice address must be as follows:

University of Stuttgart
[Name of Department], PXXXXXX
Central Invoice Entry
Keplerstr. 7
70174 Stuttgart

Please replace the placeholder with the correct department name and associated profit center (PXXXXXX), which you will receive from the ordering unit. Proper assignment is only possible with accurate addressing.

3. Leitweg-ID

A Leitweg-ID is not required for invoices in XRechnung format.

The University of Stuttgart is not connected to the central state portal but receives invoices directly via the above email address. Please also send credit notes exclusively to:

 rechnung@uni-stuttgart.de

4. Delivery Address

The delivery address differs from the invoice address. Please coordinate it directly with the ordering department.

5. Additional Documents

Do not send additional documents such as delivery notes, safety data sheets, collection slips, or advertisements to the central invoice mailbox. These documents must be sent directly to the ordering unit.

6. Payment Reminders and Dunning Notices

Payment reminders and dunning notices must also be sent to rechnung@uni-stuttgart.de – but exclusively by the supplier.

7. Contact

For general inquiries regarding invoicing, please contact the University's Finance Department:

finanzbuchhaltung@verwaltung.uni-stuttgart.de

Thank you for observing these guidelines and supporting our digital invoice processing efforts.

Sincerely,

Mag. iur. Anna Steiger
Chancellor