



To all suppliers and service providers of the University of Stuttgart

Contact person
Derya Hibinger

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05.05.2023

E-invoicing via email

Dear suppliers and service providers of the University of Stuttgart,

Since **1 January 2022**, as a supplier and/or service provider of the University of Stuttgart, you are legally obliged to provide electronic invoices (standard XRechnung version 2.0.1 or CEN model -> ZUGFeRD 2.0 or pdf) if you supply services to public administration at state level.

Your invoice must contain the following:

- Funds center number (FSXXXXXX)
- Order number
- Purchasing department or delivery address of the service recipient (field BT-50 for XRechnung)
- Your bank details
- Payment terms (field BT-20 for XRechnung)
- Delivery date (field BT-72 for XRechnung)
- All legally required information according to Section 14 UStG and Section 14a UStG

The correct billing address is:

Universität Stuttgart
Service recipient (purchasing institution/institute & funds center number)
Zentraler Rechnungseingang
Keplerstr. 7
70174 Stuttgart



Effective immediately, claims, corrective invoices and credit notes can only be processed and cleared in a timely manner if they are submitted digitally to the following email address:

rechnung@uni-stuttgart.de

Please do not attach more than **one** invoice to a single email (XRechnung or pdf document).

Other pdf attachments apart from the invoice must be clearly labeled (for example as an attachment, appendix, delivery note, Ts & Cs or report).

Please refrain from sending additional copies by mail.

Any invoices/claims that are not submitted via the above-mentioned email address of the University of Stuttgart, but for example mailed directly to institutes, can no longer be processed and will be returned to you unprocessed.

If you have any questions or problems, please do not hesitate to contact the Accounts Payable department, Derya Hibinger (0711 / 685 82750), or send an email to:

finanzbuchhaltung@verwaltung.uni-stuttgart.de

The specification of a routing ID is **not** mandatory! You can now email invoices directly to the above-mentioned email address rechnung@uni-stuttgart.de without a routing ID.

A routing ID is only necessary if e-invoices are transmitted via the service portal of the state of Baden-Württemberg. The routing ID is generated and assigned by the service provider.

Thank you for your cooperation.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jan Gerken'.

Jan Gerken
Chancellor