

General Terms of Use for Electronic Invoicing at RWTH Aachen University

General Information

The same requirements that pertain to incoming invoices in paper form regarding authenticity of origin, integrity of content, and legibility according to § 14 of the German Value Added Tax Act (UStG) also apply to electronic invoice documents.

Address

By email: invoice.rwth@rwth-aachen.de

Postal address: RWTH Aachen University
Zentraler Rechnungseingang
Templergraben 55, 52062 Aachen

Payment Reminders

Please send payment reminders directly to the following email address: invoice.rwth@rwth-aachen.de. From central invoice processing, they will immediately be forwarded to the various university institutions. Combined payment reminders for several business transactions will not be accepted.

Admissible Electronic Invoice Documents

Electronic invoice documents within the meaning of this legal basis are both incoming invoices as well as invoice corrections and credit notes. Justifying documents, such as the listing of services rendered (e.g. time sheets) and/or goods delivered (e.g. delivery notes), are part of the electronic invoice and must be submitted along with the invoice combined into a *single* file.

Inadmissible Electronic Invoice Documents

The following documents are not electronic invoice documents in the sense of this legal basis and as such may not be sent to the central invoicing email address:

- Advertising, offers, catalogs etc.
- Electronic media (image, film, or music files, etc.)
- Other correspondence

Instead, the above-mentioned documents should be sent *directly* to the responsible departments.

Submission

- The invoice must be sent as an email attachment
- Each email may only contain one incoming invoice including the attached invoice documents.
- **The correct account assignment object (order/order number) of the responsible institute must be noted on each invoice and – if possible – in the subject of the email. It can be found in the top right-hand corner of the order form (underneath the RWTH logo) or in any other correspondence from the institute that placed the order. The order number has 10 digits and starts with the numbers 45 to 49. If, in exceptional cases, you have not received a formal order, the order or funds commitment number should be obtained directly from the university institution.**
- Only one order may be settled per incoming invoice.
- Text inside the body of an email will not be read. The seller/supplier therefore agrees to refrain from sending relevant information in the body of the email.
- When invoices are sent electronically, additional submission of the same invoices in paper form is not permitted.

Format

- The electronic invoice documents must be submitted exclusively via email in the form of a PDF file.
- Invoice documents must be sent in form of a PDF file with a resolution of 300 dpi or as an XML file (XRechnung).
- Only unencrypted PDF files without programming (such as scripts) or automated processes can be processed.
- The maximum size of a PDF attachment is 5 MB.
- The seller/supplier agrees to only send legible documents.

Format for Attachments to an Invoice

Attachments may have the following names:

- *Attachment*
- *ATT*