

## Invoicing Procedures for Suppliers to the University of Exeter

### 1.1 Invoice delivery methods and formats

Invoices should be addressed to the University of Exeter and not to a named individual with the Organisation. Copy invoices should only be sent if requested by the Accounts Payable Department. Our only method of receipt is via email to [invoices@exeter.ac.uk](mailto:invoices@exeter.ac.uk), with each invoice as a separate attachment to the email. This address is **only** for receipt of invoices and credit notes. Please attach invoices and credit notes to separate emails, ideally with either 'invoice' or 'credit note' in the subject. The only acceptable file formats are PDF formats. Any documents in other formats (eg: xls, csv, jpg/jpeg, rtf, xml, docx) will **NOT** be processed.

### 1.2 Mandatory information

The following information requirements are **MANDATORY** and must be stated on the invoice or credit note. If they do not contain all the required information, the documents may be rejected.

- a) Supplier name and address which must include the full postcode
- b) Supplier account number with the University of Exeter
- c) Invoicing address which must be the University of Exeter address
- d) Delivery address
- e) Purchase order number (ideally only one purchase order number per invoice)
- f) Invoice number and date
- g) Supplier's telephone number and/or email address for supplier queries
- h) A full description of the goods/services supplied
- i) The quantity delivered
- j) Prices and discounts that match the values on the quoted purchase order
- k) Bank account details for payment
- l) VAT registration number if VAT registered (including 2-letter country prefix)
- m) VAT allocation and rates if VAT registered
- n) Credit notes should, in addition, quote the related invoice number(s)

### 1.3 Correspondence & Account Statements

The preferred method of receipt for all other supplier correspondence and statements is via email to: [accountspayableenquiries@exeter.ac.uk](mailto:accountspayableenquiries@exeter.ac.uk)

### 1.4 Other organisations NOT affected

Please note that these changes only apply to invoices that are the responsibility of the University of Exeter itself, not any related organisations. The following organisations are **not** affected:

University of Exeter Guild of Students

INTO University of Exeter

Falmouth Exeter Plus Ltd

Any other organisation based on any of the University Campuses

### 1.5 Purchase Order

The University Purchase Orders follow the following format:

- a) UE followed by six digits
- b) CS followed by six digits
- c) PU followed by six digits.

If your invoice does not include a valid purchase order number, it will be rejected. Please ensure that you receive a valid purchase order before supplying goods or services.