

## 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 be sent only if requested by the Accounts Payable Department. Our preferred 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 (e.g. xls, csv, jpg/jpeg, rtf, xml, docx) will **NOT** be processed. Invoices should **NOT** be sent by post.

### 1.2 Mandatory information

The following information requirements are **MANDATORY** and must be quoted for your invoice or credit note to be processed for payment. If they do not contain all the required information, they may be rejected.

- a) Supplier name and address, which must include the supplier's full postcode
- b) Supplier 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 procedures only apply to invoices that are the responsibility of the University of Exeter itself and not any related organisations. The following organisations are **not** affected:

- a) University of Exeter Guild of Students
- b) INTO University of Exeter
- c) Falmouth Exeter Plus Ltd
- d) Any other organisation based on any of the University campuses

### 1.5 Purchase orders

If your invoice does not include a valid purchase order number, it may be rejected. Please ensure that a purchase order is given to you before supply of goods or services is provided.

University of Exeter purchase orders follow the following format:

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