

## General Terms and Conditions of Use for Electronic Invoicing at Uniklinik RWTH Aachen (Universitätsklinikum Aachen AÖR)

### **General information**

According to §14 of the German Value Added Tax Act (UStG), the same requirements apply to electronic invoice documents as well as to incoming invoices in paper form with regard to the authenticity of their origin, integrity of the content and readability.

### **E-mail addresses for invoice transmission**

For all invoices with the exception of construction invoices: [ZRE@ukaachen.de](mailto:ZRE@ukaachen.de)

For all construction invoices: [ZRE\\_BAU@ukaachen.de](mailto:ZRE_BAU@ukaachen.de)

Please note that using the wrong e-mail address will lead to significant delays in processing your invoice. These e-mail addresses are only to be used for sending invoices. Transmission of other correspondence is not permitted. In addition, these e-mail addresses are processed automatically, so any further correspondence sent to these e-mail addresses remains unprocessed.

The inboxes are controlled by a white list. This means that you must be activated in advance before sending an invoice to the inbox for the first time. Please contact the following e-mail address beforehand by specifying the sender e-mail address of the invoice and attaching the completed form (see last page of the Terms and Conditions of Use):

[Kreditorenservice@ukaachen.de](mailto:Kreditorenservice@ukaachen.de)

Please note that this e-mail address is not set up and intended to receive invoices. All invoices or reminders sent to this e-mail address will not be processed.

### **Reminders**

Please send reminders and similar correspondence directly to the e-mail address [Kreditorenservice@ukaachen.de](mailto:Kreditorenservice@ukaachen.de). This will ensure timely processing.

### **Permitted electronic invoice documents**

Electronic invoice documents within the meaning of the legal basis (e.g. E-Rech-VO) are both incoming invoices as well as invoice corrections and credit notes. Justifying documents, such as the listing of rendered services (e.g. timesheets) and/or delivered goods (e.g. delivery notes), are part of the electronic invoice document and must be sent together with the invoice in *one e-mail*.

### **Prohibited electronic invoice documents**

The following documents do not constitute electronic invoicing documents within the meaning of the legal basis and, as such, may not be sent to the central invoicing e-mail address:

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

**Transmission**

The invoice is only sent as an e-mail attachment.

In the case of the electronic transmission of invoices, it is not permitted to additionally send the same invoices in paper form. By participating in sending electronic invoices, the vendor implicitly declares that the invoices will be sent exclusively in electronic form in the future.

Each e-mail may contain only one invoice with the accompanying invoice documents. Further explanations follow with regard to file forms and any naming conventions.

The text content of the e-mail will not be read. The invoicing party therefore does not transmit relevant information in the e-mail body.

**If the invoice is created on the basis of an order by UKA, the order number provided to you in the order must be entered on each invoice and, if possible, in the subject of the e-mail. Failure to provide the order number may result in a significant delay in processing the invoice. UKA reserves the right to reject incorrect invoices.**

Only one order may be invoiced per invoice.

**Electronic invoicing formats**

The electronic invoicing documents must be sent exclusively in PDF format or as an XRechnung (XML format) by e-mail. Invoices in the form of an XML file must comply with the specifications of XRechnung.

**If the e-mail contains multiple PDF documents as attachments, it is necessary for recognition that the naming of the invoice file in PDF format begins with "RE\_" or alternatively with "INV\_".** If the invoice is the only attachment in PDF format attached to the mail, the naming convention is irrelevant.

Only unencrypted PDF files can be processed without programming (such as scripts) or automated processes.

Invoice documents as PDF files should have a minimum resolution of 300 dpi. The maximum size of the PDF file is 5 MB.

The invoicing party undertakes to only send documents that are legible.

Application for activation to send electronic invoices to Uniklinik RWTH Aachen (Universitätsklinikum Aachen AöR)

Vendor designation:

Company:

Address:

Vendor number:  
(if known)

The general Terms and Conditions of Use for Electronic Invoicing at Uniklinik RWTH Aachen (Universitätsklinikum Aachen AöR) have been acknowledged and accepted. We will send invoices electronically in the future, so we ask that you **activate the following e-mail address for the sending of invoices:**

The email address to be activated is:

Contact person:

E-mail address  
Contact person:

Contact details:

Comments