



Q-Flow - Electronic Incoming Invoice Workflow University of Vienna Information Sheet for Purchasers

The following information shall be conveyed to the suppliers of the University of Vienna along with each order:

1) Billing address

The billing address for orders issued by **all organisations of the University of Vienna** (except the following Service Units: Facilities & Resource Management [RRM], Vienna University Computer Centre [ZID], Vienna University Library and Archive Services [UB]) shall be communicated as follows:

Universität Wien, Finanzwesen und Controlling Universitätsring 1 1010 Wien	University of Vienna, Accounting and Finance 1 Universitaetsring 1010 Vienna, Austria
Electronic invoices to be sent to: rechnung@univie.ac.at (only in pdf format; only 1 attachment per email, automated processing in SAP is otherwise not possible)	

Please provide the desired delivery address (only the invoices are supposed to reach the central destination above – not, however, the deliveries). The Service Unit Accounting and Finance is under no circumstances going to take delivery of any goods. The invoices must be sent by **the supplier directly** to the address mentioned above or to the e-mail-address rechnung@univie.ac.at. **Forwarding** invoices by units of the University of Vienna to the e-mail-address mentioned above is **NOT** allowed.

2) Cost Centre or Internal Order

The statement of the cost centre number/internal order number which goods ordered, respectively services rendered are to be charged to is, as from the 1st of July 2015, as compulsory as the statement of the relevant billing address (internal accounts in the bookkeeping system of the University of Vienna, e.g. Cost Centre 356100, or internal orders like BE506001, IP430006, FA150002, OV746000 or AP2565221).

Statement of the cost centre number or internal order number The cost centre number or internal order number can be stated either as part of the billing address (University of Vienna, Accounting and Finance, 356100 , 1 Universitaetsring, 1010 Vienna, Austria), in an order or reference field, or in the invoice text. Statement of the cost centre number or internal order number is as stringently required in case of electronic submission (rechnung@univie.ac.at)!

Invoices which do not state the billing address and/or cost centre or internal order number as per the instructions above cannot be assigned correctly ; therefore, they shall be returned to the respective suppliers by the Service Unit Accounting and Finance .
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Should the **final cost centre number/the final internal order number** not be known at the time of order issuance, a provisional cost centre/internal order number can be generated, which can be subsequently altered in SAP. Only as an exception, the statement of the **three-digit institute or department number** is possible. In that case, the take-over in SAP by another person is technically not possible.

3) Value Added Tax Identification Number = VAT Number

The University of Vienna has **two VAT numbers**:

ATU37586901	in the name of the University of Vienna (Global Budget, \$27 projects)
ATU57290568	in the name of the University of Vienna – Trust Administration (only for \$26 Projects = projects with internal order numbers A.....21, e.g. AP2565221).

All orders are required to include the correct VAT number – this requirement is **compulsory** in all orders issued towards **suppliers in Austria exceeding EUR 10.000** and towards **suppliers abroad**.

Detailed information regarding the VAT numbers of the University of Vienna is available at:

https://wiki.univie.ac.at/x/oMb_Cg

Information regarding the electronic incoming invoice workflow is available at:

<https://wiki.univie.ac.at/x/fa04Cg>