



Invoicing from foreign suppliers to UCPH

When sending an invoice to the University of Copenhagen, it must contain the following information

- The invoice must be issued to the following (never to a private individual):
 - University of Copenhagen*
 - Department of Food and Resource Economics*
 - Rolighedsvej 23*
 - DK-1958 Frederiksberg C*
 - Att: Name and email of person making the purchase*
- The university VAT-number, which is DK29979812 (remember the country code DK)
- The CVR / VAT number of the supplier with country code in front
- The type of currency that the invoice is issued in
- The name, address, and country of the supplier
- Banking details, including bank name, bank address, registration number, account number, IBAN-code and BIC/SWIFT-code

Be aware that for suppliers inside EU, the VAT amount must be set to 0 (zero), and if:

- a purchase is *services*, the invoice must contain the sentence "Reverse charge article 144"
- a purchase is *goods*, the invoice must contain the sentence "Zero rated article 138".

For suppliers outside EU, the purchase is VAT free, thus the invoice must not contain VAT.