

PDF INVOICE

- ✓ **By email directly to rechnung@ruhr-uni-bochum.de** please do not send invoices to personal or functional email addresses.
- ✓ **One document per email:** Each email may only contain one invoice as an attachment.
- ✓ **No invoice-related data in the text of the email:** We only archive PDF documents and can therefore only take information contained in these into account.
- ✓ **Invoices only:** Please do not send delivery notes, quotes, or other documents to this address.
- ✓ **Minimum information on the invoice:** Each invoice must contain the BVG number and the name of the purchaser.
- ✓ Please only provide the address of Ruhr University Bochum as the invoice recipient.
Ruhr University Bochum
Central Invoice Receipt
P.O. Box 10 20 20
44720 Bochum

Important!

Invoices that do not meet these requirements **cannot be processed** by our system and will be automatically rejected. **This may lead to delays in payment processing.**

Do you have any questions?

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