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## INSTRUCTIONS FOR INVOICING TO THE EORTC Quality of Life Group (QLG)

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### INVOICE ADDRESS

Please note that the invoice **MUST** be addressed to:

EORTC AISBL/ Quality of Life Group  
Dept. of Accounting BE0408.292.992  
Ave E Mounier, 83 bte 11  
B-1200 Brussels  
Belgium

(The term '**AISBL**' and the VAT (TVA) number **BE0408.292.992** must appear on the invoice. Otherwise, the invoice cannot be paid and will be returned. You will have to re-issue the invoice and possibly get involved with credit notes etc.)

### INVOICE CONTENT

Simple description of service/goods provided.

For payments associated to QLG EORTC Grants, it is essential that you indicate the **grant reference number** – please ask the Principal Investigator of the respective grant or alternatively, the QLG's Treasurer for the reference number!

### PAYEE DETAILS

Payments can only be made by bank transfer. The EORTC Head Quarters are not allowed to make payments by cheque. Bank transfers can only be made if an **IBAN code and BIC code** are supplied. (Optional: If you are part of a large organisation there may be some unique code or identifying name which should be included on the invoice so that once the payment is made, your institution knows the money is intended for your department.)

Please make sure the following information is included:

- Bank Name
- Branch Postal Address
- Account Name (account holder)
- IBAN Code
- BIC/ Swift Code
- (Any unique ID codes you may have within your institution to identify your department.)
  
- Date when the invoice is issued
- Sequential number
- Name, address and VAT number of the supplier

- Name, address and VAT number of EORTC : BE 0408 292 992

[In the event that the supplied service is subject to the **VAT reverse charge mechanism**, this shall be stated on the invoice – “*VAT-application of the reverse charge mechanism*”]

- Date of the taxable event
- Data required to identify the transaction, as well as the applicable VAT rate, in particular the usual description of the goods or services supplied, their quantity and the object of the services
- For every VAT rate, the taxable amount, the unit price excluding VAT
- The VAT rates; the total amount of VAT due expressed in EUR

## WHERE TO SEND THE INVOICE

Please send the invoice addressed as above to the QLG Treasurer

- by surface mail (in case of request of travel expenses: the original receipts **MUST** be sent by post!):

Prof Dr Susanne Singer  
Institute for Medical Biostatistics, Epidemiology and Informatics (IMBEI)  
Div. Epidemiology and Health Services Research  
Obere Zahlbacher Str. 69  
55131 Mainz  
Germany

- or by email:

[singers@uni-mainz.de](mailto:singers@uni-mainz.de)  
(please CC to: [kataylor@uni-mainz.de](mailto:kataylor@uni-mainz.de) /Treasurer Assistant).

**Thank you for your kind cooperation!**

**In case of further queries, please do not hesitate to contact me (CC Assistance)!**

**Susanne Singer,**  
EORTC QLG Honorary Treasurer