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

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**Invoices for payments to an institution must be made on the institution's letter head.**

### 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

EORTC VAT No.: BE 0408 292 992

(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

- **Description** of service/goods provided.
- For payments associated with QLG EORTC Grants, it is essential that you indicate the **grant reference number** – please ask the Principal Investigator of the respective grant for this number if you do not know it!
- Please also add a **contact email** for the invoice.

### 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 on the invoice:

- **Name of the account holder** (likely the institution)
- **IBAN Code**
- **BIC/ Swift Code**
- **Date when the invoice is issued**
- **Date when invoice is due** (the EORTC's default is 30 days)

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- Currency of the invoice (usually euros)
  - Invoice number
  - Possibly: any unique ID codes you may have within your institution to identify your department
  - Name, address and VAT number of the payee (the institution).  
[In the event that the supplied service is subject to the **VAT reverse charge mechanism**, this shall be stated on the invoice – “No VAT, Article 44 of the EU VAT Reverse Charge Mechanism.”]
  - If VAT is added:
    - the unit price excluding VAT,
    - the VAT rate,
    - and the total amount of VAT due.

## WHERE TO SEND THE INVOICE

Please send the invoice addressed as above to the QLG Treasurer and the Treasurer's Assistant.

- Please send surface mail to the Treasurer's Assistant (in case of request of travel expenses: the original receipts **MUST** be sent by post!):

Kathy Taylor  
Institute for Medical Biostatistics, Epidemiology and Informatics (IMBEI)  
Obere Zahlbacher Str. 69  
55131 Mainz  
Germany

- Electronic invoices may be sent to the Treasurer with the Assistant in cc:

[mieke.vanhemelrijck@kcl.ac.uk](mailto:mieke.vanhemelrijck@kcl.ac.uk)  
(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 the Treasurer, Mieke Van Hemelrijck at [mieke.vanhemelrijck@kcl.ac.uk](mailto:mieke.vanhemelrijck@kcl.ac.uk). Please add Kathy Taylor in cc ([kataylor@uni-mainz.de](mailto:kataylor@uni-mainz.de)).**