



amU
Aix Marseille Université

ACCOUNTING AGENCY
BILLING DEPARTMENT

BILLING TERMS AND CONDITIONS

CUSTOMERS

Practical arrangements

Under the agreements established with amU's client partners, invoices to be recorded sent by the authorising officer to the accounting agency must comply with the conditions described below.

Mandatory information on the invoice

Each invoice must include at least :

- The invoice date
- A unique invoice number
- The service provider's full identity :
 - Company name, address,
 - SIREN/SIRET number?
 - Intra-Community VAT number,
 - If the service provider is not subject to VAT: mandatory statement 'VAT not applicable, art. 293 B of the CGI'.
- The customer's full identity : company name, address, intra-Community VAT number if applicable.
- The unit price excluding VAT and the quantity.
- The applicable VAT rate and the corresponding amount (unless exempt).
- The total excluding VAT, the total including VAT and the total including VAT.
- Any price reductions or discounts.
- The terms and conditions of payment.

Additional information

To ensure optimal and rapid processing, the invoice must also include :

- Detailed calculations allowing the invoiced amounts to be verified.
- The purchase order number, contract number or any other contractual reference provided.
- Clear identification of the service provided.
- The exact billing period (start and end dates).
- A breakdown by item or type of service, where applicable.
- Any specific information required by the customer or stipulated in the contract.

Terms and conditions for sending invoices to customers

Invoices may be sent in the following ways :

- By post,
- Via Chorus Pro for public institutions,
- By email at the express request of the customer,
- Via dedicated platforms where this is contractually agreed (e.g. AFDAS, Ariba, Transition Pro, etc. or any other platform required by the customer).