

## FAQs

### Invoicing and Payment Process

#### Contents

1. What is the EUI? .....	1
2. Does the EUI have a VAT number? .....	1
3. What type of financial document does the EUI issue? .....	1
4. What payment methods are available? .....	2
5. What is the procedure for requesting a debit note during the registration process?.....	2
6. Can a draft debit note be generated before finalising registration?.....	2
7. What happens after the registration process has been completed? .....	2
8. Can the payment process be delegated to the finance department?.....	2
9. Is a receipt issued after payment?.....	2
10. ANNEXES.....	3

#### 1. What is the EUI?

The [European University Institute](#) (EUI), located in Florence-Italy, is Europe's postgraduate and postdoctoral research university dedicated to the social sciences and humanities. Established in 1972 by the European Union's founding member states, the (EUI) is an intergovernmental organisation. As such, it is created and regulated by an international treaty – [the Convention Setting up the EUI](#) – signed by its Contracting States. It is not regulated by any national regulation.

#### 2. Does the EUI have a VAT number?

The EUI is a not-for-profit organisation and is VAT exempt under Article 4, co 5, DPR 633/72 and under Articles 13 and 132 Directive 2006/112/CE.

Hence, the EUI does not possess a VAT number but a fiscal code (800 204 104 88) that is mentioned on the debit note alongside with the above-mentioned reference VAT exemption. In accordance with its VAT-exempt status, the EUI issues **debit notes only** and does not provide invoices.

#### 3. What type of financial document does the EUI issue?

The EUI issues **debit notes** only and does not provide invoices. The invoicing system is fully digital, and no manual or additional documents are issued.

#### 4. What payment methods are available?

Payment can be made either **by credit card** (while registering) or **bank transfer**.

#### 5. What is the procedure for requesting a debit note during the registration process?

The invoicing procedure is integrated into the registration process. To obtain a fiscal document and subsequent receipt, the Debit Note option should be selected. Accurate billing details must be entered, including a purchase order number if applicable. In cases where payment is executed by an institution, participants are encouraged to contact their finance department to obtain the exact billing information.

#### 6. Can a draft debit note be generated before finalising registration?

Prior to finalising registration, it is possible to generate a *draft* debit note. This document can be shared with the relevant finance department for approval. However, to receive the final debit note and corresponding receipt, the registration process must be completed in full. For further information, please refer to Section 7.

#### 7. What happens after the registration process has been completed?

Upon completion of the registration process, an automated email order will be sent containing a link to the debit note in PDF format (if required, see section 6). This document can be forwarded to the finance dept for payment processing if necessary (see Annex 1).

#### 8. Can the payment process be delegated to the finance department?

It is possible to **delegate the debit note and payment section to the finance department** by entering the delegate's email in the box (as shown below). Then, the finance department will receive an email with a link to complete the debit note details and process the payment.

In case you need someone else to proceed with the payment, please enter here the corresponding email

#### 9. Is a receipt issued after payment?

**A receipt will be issued only if a debit note has been requested** (refer to Sections 5 and 7). Upon successful payment, an automated email will be sent, which will serve as the receipt and include a link to the debit note marked as 'Paid' (see Annex 2).

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## ANNEXES

### ANNEX 1 – Automated ORDER email

Screenshot below (figure 1) is the automated ORDER email received upon submitting an order via the portal, which includes 1/ the order number 2/ billing information of the participant 3/ billing information of the provider (European University Institute) including the Fiscal code 3/a downloadable debit note. This document can be forwarded to the finance department for payment processing if necessary.

**Figure 1**

Your **Order** #5000014110

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Placed on 14 Mar 2025, 06:17:55

**Billing to**

Name Surname  
P.O if any  
Address  
City

**From**

European University Institute  
Via dei Roccettini 9  
50014 San Domenico di Fiesole (FI)  
Italy  
Fiscal code: 800 204 104 88

**Download your debit note [here](#)**

### ANNEX 2 Automated RECEIPT email

Screenshot below (figure 2) is the automated RECEIPT email received after successful payment including a link to download the debit note marked as 'Paid'.

**Figure 2**

Your **Receipt** #5000008210 for Order  
#5000014110

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**Billing to**

Name Surname  
P.O if any  
Address  
City

**From**

European University Institute  
Via dei Roccettini 9  
50014 San Domenico di Fiesole (FI)  
Italy  
Fiscal code: 800 204 104 88

**Download your debit note [here](#)**