



### Minimum requirements for sending PDF invoices by e-mail

- One-time registration under <u>www.invoice.bertelsmann.com</u>
- Use of the e-mail invoice addresses of the respective Bertelsmann companies (see www.invoice.bertelsmann.com Downloads)
- An e-mail may only contain one invoice as a PDF file; attachments to the invoice must be sent as part of the same PDF or in other file formats
- Only invoices or credit notes may be sent to these e-mail invoice addresses (the e-mail address for reminders or other accounting enquiries can be found on the <u>contact form</u>)
- Send only in PDF format, no special characters in the file name (e.g. " # % & \* : > ? / |)
- Technical requirements for PDF/e-mail:
  - PDF as a "real" attachment, not embedded in the text
  - Max. 20 MB per PDF
- Do not encrypt the e-mail or PDF file
- Do not send additional paper form

# Dear business partners,

Together we have the goal of optimizing the processing of your invoices in our service center. In this way we shorten the processing time of your invoices, avoid queries and ensure faster payment.

In the future we ask that you send invoices only as PDF files via e-mail. The prerequisite for the use of our e-mail channel is the one-time registration on our portal:

## www.invoice.bertelsmann.com

On this portal you will find the valid e-mail invoice addresses of the participating Bertelsmann companies.

Thank you very much for your support!

Your Bertelsmann Accounting Services





# Requirements for invoice quality

#### Minimum requirements for invoice quality

- Compliance with local tax requirements (e.g. for Germany §14 UStG requirements)
- VAT ID or tax number of you as well as of the respective Bertelsmann company
- Specification of your bank account details
- Specification of currency in ISO code (e.g. EUR)
- Invoice includes the gross, net and tax amount
- No handwritten information
- Invoice preferred on white background
- Invoice address only with the specified P.O. box address (see www.invoice.bertelsmann.com)
- For invoices with purchase order:
  - Listing the correct purchase order number
  - An invoice refers to one purchase order only
- For invoices without purchase order:
  - E-Mail address of the purchaser (preferred) and/or
  - Cost center of the purchaser or project/order number

Billing Address Bertelsmann xxxx Max.Mustermann@bertelsmann.com P.O. box 19xxxx 33319 Gütersloh Germany	Invoice no. Invoice Date 12345ABC 01.03.2019 Purchase order no.: 12345678 VAT ID: DE999999999
Net total: VAT:   2.000,00 380,0	



If you have any questions about Bertelsmann's quality standards or the invoice channels, please contact us using the contact form:

# www.invoice.bertelsmann.com/contact

Thank you very much for your support!

You r Bertelsmann Accounting Services

