

# Information for suppliers: Invoicing Bertelsmann

Dear business partners,

Together with you, we have the goal of optimizing the processing of your invoices with us. In this way we shorten the processing time of your invoice, avoid queries and thus ensure faster payment.

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

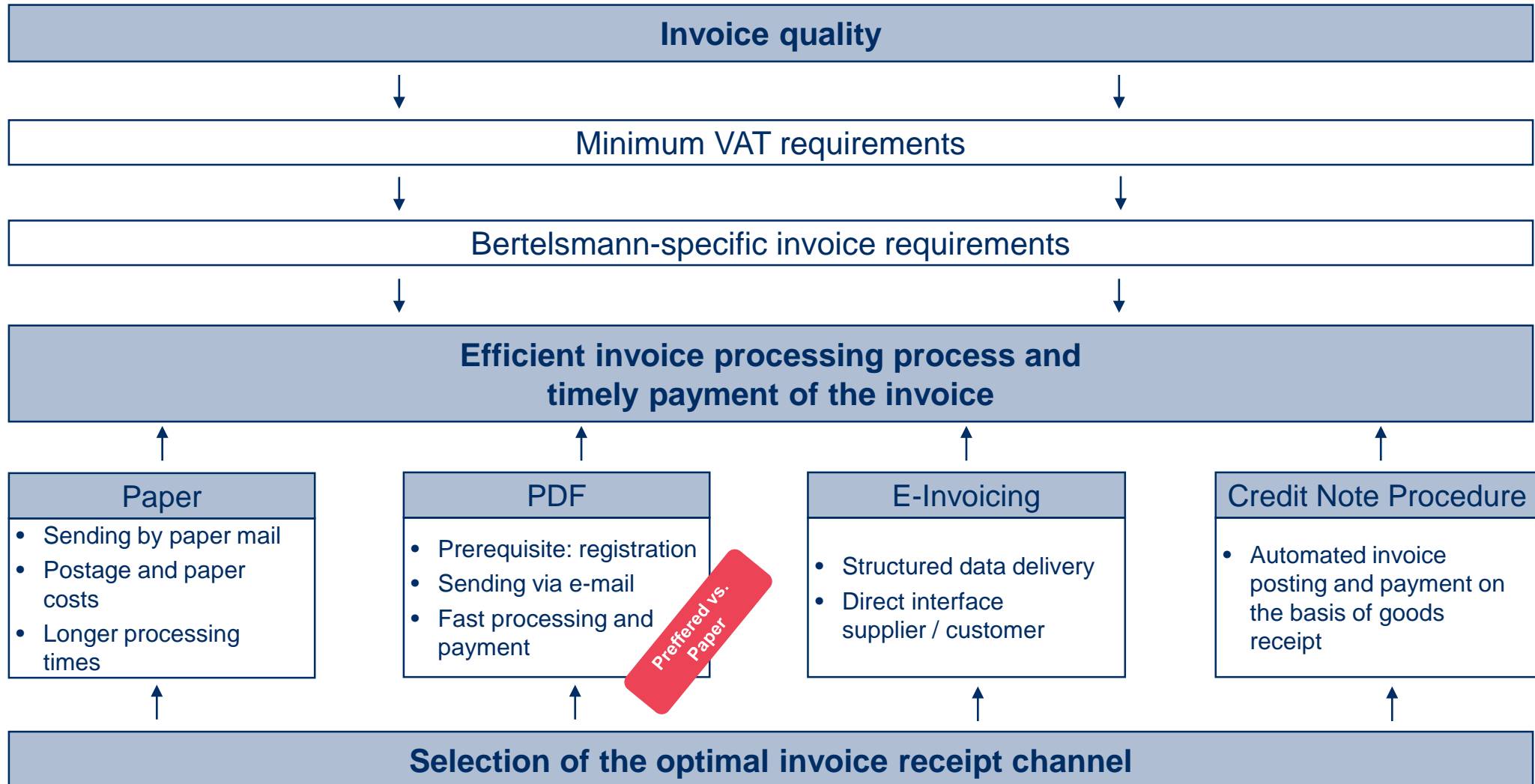
[www.invoice.bertelsmann.com](http://www.invoice.bertelsmann.com)

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

Thank you very much for your support!

Your Bertelsmann Accounting Services

# Invoice processing



# 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](http://www.invoice.bertelsmann.com))
- For invoices with purchase order:
  - Listing the correct purchase order number
  - An invoice refers only to one purchase order
- For invoices without purchase order:
  - E-Mail address of the purchaser (preferred) and/or
  - Cost center of the purchaser or project/order number

## Invoice example according to Bertelsmann quality standards

Invoice		
Invoice no.	Invoice Date	
12345ABC	01.03.2019	
<b>Billing Address</b>		
Bertelsmann xxxx		
Max.Mustermann@bertelsmann.com		
P.O. box 19xxxx		
33319 Gütersloh		
Germany		
Purchase order no.: 12345678		
VAT ID: DE999999999		
<b>Net total:</b> 2.000,00		
<b>VAT: 19%</b> 380,00		
<b>Total (currency):</b> 2.380,00 EUR		
<b>BIC:</b> ABCDDE12		
<b>IBAN:</b> DE12 ABCD 1234 5612 3456 78		
<b>Supplier VAT ID:</b> DE111111111		

# Requirements for sending PDF invoices by e-mail

## Minimum requirements for sending invoices by e-mail

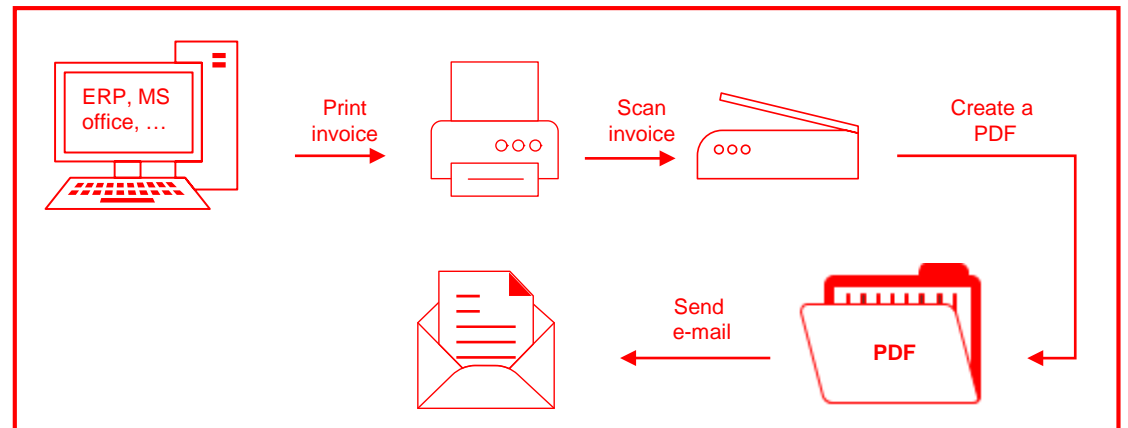
- One-time registration: [www.invoice.bertelsmann.com](http://www.invoice.bertelsmann.com)
- Use of the e-mail invoice addresses of the respective Bertelsmann companies  
(see [www.invoice.bertelsmann.com](http://www.invoice.bertelsmann.com) - Downloads)
- An e-mail may only contain one invoice as a 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 (meaning no reminders or other accounting enquiries)
- Sending 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
- No encryption of the e-mail or PDF file
- No additional paper form sending

## Process for PDF invoices

### Right



### Wrong



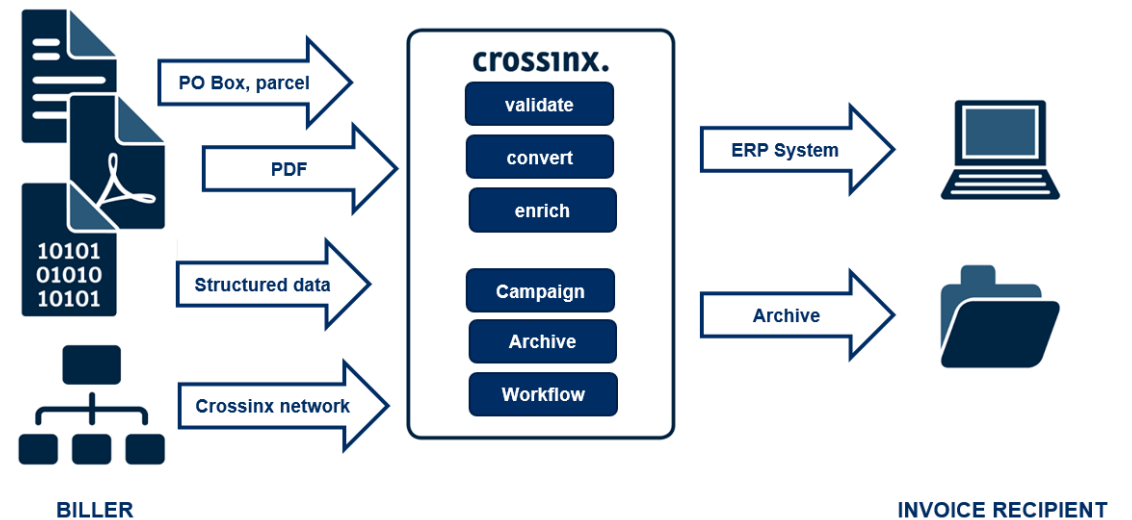
# Requirements for sending invoices via E-Invoicing

## Electronic invoice dispatching with crossinx GmbH

Possibility for electronic data exchange of invoice data between supplier and Bertelsmann via the service provider crossinx GmbH.

- High data security and data transfer traceable at any time
- Procedure useful for:
  - Suppliers, who are already connected to crossinx or connected to a roaming partner of crossinx
  - Suppliers, who are not yet connected to crossinx, but send more than 500 invoices per year to Bertelsmann
- You can also connect to other customers via crossinx GmbH E-Invoicing

## Process for E-Invoicing procedures



# Requirements for the use of the credit note procedure

## Credit note procedure at Bertelsmann

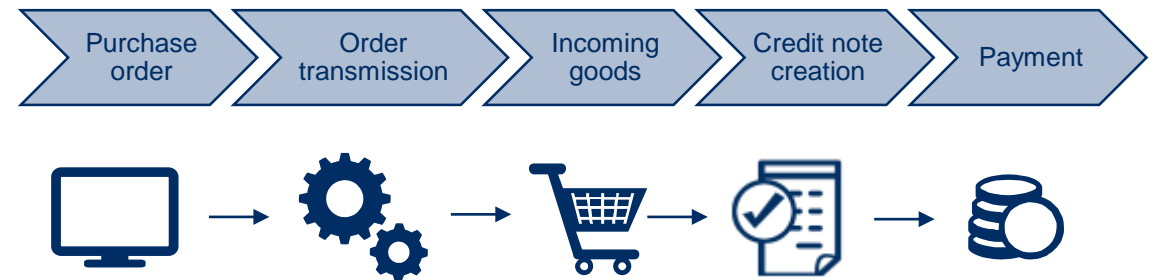
Procedure for the automatic settlement of goods receipts on the basis of an agreement between supplier and customer (ERS = Evaluated Receipt Settlement). The vendor does not create any invoices in this procedure.

- Automated invoice posting and payment on the basis of goods receipt
- Automatic credit note dispatch by e-mail to the supplier after goods receipt
- Payment in accordance with the contractually agreed conditions
- No additional approval flow with the customer

Procedure useful if:

- Medium to high volume of invoices based on an order-related process with fixed pricing

## Process for credit note procedure



If you have any questions about the Bertelsmann quality standards and the various invoice channels, please contact us via our contact form at:

**[www.invoice.bertelsmann.com/contact](http://www.invoice.bertelsmann.com/contact)**

Thank you very much for your support!

Your Bertelsmann Accounting Services Team