

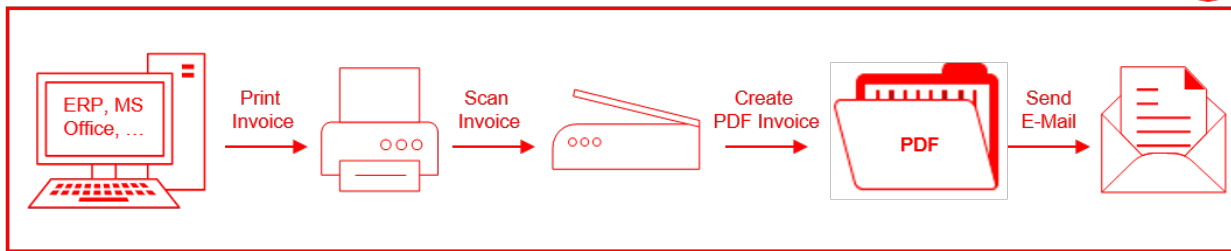
## PDF invoice dispatch by e-mail

### Process for PDF invoices

#### Right



#### Wrong



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

- One-time registration under [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 (the e-mail address for reminders or other accounting enquiries can be found on the [contact form](#))
- 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](http://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

