PDF invoice dispatch by e-mail

Process for PDF invoices

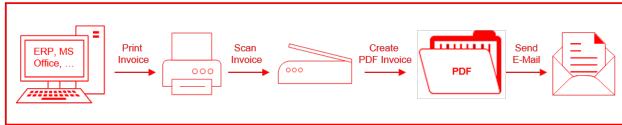
Right





<u>Wrong</u>





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



Invoice receipt channels at Bertelsmann

Paper

- Sending by paper mail
- Postage and paper costs
- Longer processing times

PDF

- Prerequisite: registration
- · Sending via e-mail
- Fast processing and payment

E-Invoicing

- Structured data delivery
- Direct interface supplier / customer

Credit Note Procedure

 Automated invoice posting and payment on the basis of goods receipt

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 <u>without</u> purchase order:
 - E-Mail address of the purchaser (preferred) and/or
 - Cost center of the purchaser or project/order number



Contact us

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

