

# Minimum requirements for sending invoices by e-mail and 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

## 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)
- Only one invoice per e-mail may be included 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)
- Dispatch only in PDF format; No special characters in 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