Incoming Channels Invoices

Invoicing to Bertelsmann Group companies

✓ **PDF Invoice via e-mail**

Details can be found on the next page.

✓ **E-Invoicing**

Electronic data exchange of invoice data
(Supplier → Bertelsmann Group companies in
our support)
via the service provider crossinx GmbH.

✓ **Credit Memo Procedure**

Automatic billing of incoming goods on the basis
of an agreement between suppliers and
Bertelsmann group companies in our support.
No invoicing by suppliers.

1 Create a legally compliant invoice .

2 Create your invoice as a PDF file or scan it in
PDF format.

3 Attach your PDF file to an email and
send this email to the company-
specific email address.

Note:
Please see the details on the
next page

Registration portal

invoice.bertelsmann.com/Registration

Contact form

invoice.bertelsmann.com/Contact

**Information on minimum
requirements & list of
participating companies
including addresses**
 invoice.bertelsmann.com

Please also note our general legal information. You can also
find this on our registration portal.

Requirements + Tips

for a faster processing & payment of your invoice!

- ✓ One-time registration via the registration portal Use of company-specific e-mail addresses

- ✓ Exactly one invoice per e-mail as a PDF file. Attachments to the invoice must be sent as part of the same PDF file or in another file format (Office formats preferred)

- ✓ No special characters in the file name of the PDF file (e.g. "#% & *:>? / |)

- ✓ Max. 20 MB per e-Mail

- ✓ The number of pages in a PDF file must not exceed 2000 pages

- ✓ No encryption of the email or the PDF file *

- ✓ No additional dispatch in paper form

Minimum requirements for an invoice

Legal requirements:
- ✓ Compliance with local minimum sales tax requirements (e.g. for Germany §14 UStG requirements)
- ✓ VAT ID or tax number from you and the respective Bertelsmann company

Technical requirements:
- ✓ No handwritten information
- ✓ Invoice preferably on a white background

Processing-relevant requirements:
- ✓ Your bank details
- ✓ The invoice contains the gross, net and tax amounts
- ✓ Specification of the currency in the ISO code (e.g. EUR)
- ✓ Billing address only via the specified invoice address (see Downloads - "Participating companies")
- ✓ For invoices with a purchase order:
  - ▪ Indication of the correct order number
  - ▪ An invoice only relates to one order
- ✓ For invoices without a purchase order:
  - ▪ E-mail address of the customer (preferred) and / or
  - ▪ Cost center of the customer or project or order number / cost elements

* If emails can only be transmitted in encrypted form, please contact us to clarify alternative encryption methods or transmission options.