

Important Information Regarding the Billing Address:

Please ensure that the **RU (Reporting Unit)** is included at the end of the company name in the billing address.

To ensure timely processing of invoices without a purchase order reference, the invoice must include the **responsible contact person (name/email)** or the **cost center** of the client.

Example of a correct billing address:

Bertelsmann SE & Co. KGaA - Corporate Center RU0029
max.mustermann@bertelsmann.de [and/or] **KST 00290100**
Carl-Bertelsmann-Straße 270
33335 Gütersloh

RU	Name	Invoicing / Delivery address	E-mail address	VAT ID/ Tax number
0003	Sonopress GmbH RU0003	Carl-Bertelsmann-Straße 161 DE-33332 Gütersloh	0003@invoice.bertelsmann.com	DE 811 147 965
0010	Verlag RM GmbH RU0010	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0010@invoice.bertelsmann.com	DE 118 514 552
0025	Reinhard Mohn GmbH RU0025	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0025@invoice.bertelsmann.com	DE 811 148 752
0026	Bertelsmann SE & Co. KGaA - Grundstücke, Leasing, Mietobjekte RU0026	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0026@invoice.bertelsmann.com	DE 126 770 390
0028	arvato media GmbH, Standort Gütersloh RU0028	Reinhard-Mohn-Straße 28 DE-33333 Gütersloh	0028@invoice.bertelsmann.com	DE 812 731 109
0028	arvato media GmbH, Standort Verl RU0028	Henkenstraße 59-65 DE-33415 Verl	0028@invoice.bertelsmann.com	DE 812 731 109
0029	Bertelsmann SE & Co. KGaA - Corporate Center RU0029	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0029@invoice.bertelsmann.com	DE 126 770 390
0029	Bertelsmann SE & Co. KGaA - Unter den Linden Berlin RU0029	Unter den Linden 1 DE-10117 Berlin	0029@invoice.bertelsmann.com	DE 126 770 390
0032	RM Buch und Medien Vertrieb GmbH RU0032	Ringstraße 16-20 DE-33378 Rheda-Wiedenbrück	0032@invoice.bertelsmann.com	DE 811 147 836
0040	AZ Direct GmbH RU0040	Carl-Bertelsmann-Straße 161s DE-33332 Gütersloh	0040@invoice.bertelsmann.com	DE 811 147 810
0067	BAG Business Information Beteiligungs GmbH RU0067	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0067@invoice.bertelsmann.com	351/5900/0622
0105	VIVENO Group GmbH RU0105	Kirchstr. 27 DE-33330 Gütersloh	0105@invoice.bertelsmann.com	DE 205 514 274
0110	Bertelsmann Treuhand- und Anlagegesellschaft mbH RU0110	Carl-Bertelsmann-Str. 270 DE-33335 Gütersloh	0110@invoice.bertelsmann.com	DE 170 864 021
0123	arvato print service Russland GmbH RU0123	Carl-Bertelsmann-Straße 161 DE-33332 Gütersloh	0123@invoice.bertelsmann.com	DE 813 883 240
0212	Probind Mohn media Binding GmbH RU0212	Carl-Bertelsmann-Straße 161 M DE-33332 Gütersloh	0212@invoice.bertelsmann.com	DE 813 692 650
0216	Mohn Media Energy GmbH RU0216	Carl-Bertelsmann-Straße 161 M DE-33332 Gütersloh	0216@invoice.bertelsmann.com	DE 813 027 170
0327	Fernwärme Gütersloh GmbH RU0327	Carl-Bertelsmann-Straße 161 M DE-33332 Gütersloh	0327@invoice.bertelsmann.com	DE 177 898 219
0371	Immobilien-gesellschaft Dresden Ostra-Allee 18 GmbH RU0371	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0371@invoice.bertelsmann.com	DE 140 131 529
0372	Immobilien-gesellschaft Dresden Ostra-Allee 20 GmbH RU0372	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0372@invoice.bertelsmann.com	DE 140 133 346

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0391	Penguin Random House Verlagsgruppe GmbH RU0391	Neumarkter Str. 28 DE-DE-81673 München	0391@invoice.bertelsmann.com	DE 811 148 890
0416	BFS health finance GmbH RU0416	Hülshof 24 DE-44369 Dortmund	0416@invoice.bertelsmann.com	DE 125 131 758
0450	Vogel Druck und Medienservice GmbH RU0450	Leibnizstr. 5 DE-97204 Höchberg	0450@invoice.bertelsmann.com	DE 813 338 818
0501	Bertelsmann SE & Co. KGaA - Mohn Media Services RU0501	Carl-Bertelsmann-Straße 161 M DE-33332 Gütersloh	0501@invoice.bertelsmann.com	DE 126 770 390
0502	Mohn Media Mohndruck GmbH RU0502	Carl-Bertelsmann-Straße 161 M DE-33332 Gütersloh	0502@invoice.bertelsmann.com	DE 811 148 672
0536	DeutschlandCard GmbH RU0536	Neumarkter Straße 28 DE-81673 München	0536@invoice.bertelsmann.com	DE 814 613 260
0603	RM Hamburg Holding GmbH RU0603	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0603@invoice.bertelsmann.com	DE 118 931 493
0688	Random House Audio GmbH RU0688	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0688@invoice.bertelsmann.com	DE 122 652 039
0691	Bertelsmann Aviation GmbH RU0691	Carl-Bertelsmann-Str. 270 DE-33335 Gütersloh	0691@invoice.bertelsmann.com	DE 815 188 967
0701	Arvato SE – Tech Germany RU0701	Reinhard-Mohn-Straße 22 33333 Gütersloh	0701@invoice.bertelsmann.com	DE 319 051 807
0702	BFS finance GmbH RU0702	Carl-Bertelsmann-Straße 23 DE-33332 Gütersloh	0702@invoice.bertelsmann.com	DE 812 731 086
0703	direct services Gütersloh GmbH RU0703	Reinhard-Mohn-Straße 23 DE-33333 Gütersloh	0703@invoice.bertelsmann.com	DE 812 731 150
0705	arvato distribution GmbH RU0705	Reinhard-Mohn-Straße 2 DE-33333 Gütersloh	0705@invoice.bertelsmann.com	DE 811 147 844
0708	TERRITORY MEDIA GmbH RU0708	Neumarkter Straße 26 DE-81673 München	0708@invoice.bertelsmann.com	DE 813 879 614
0712	Bertelsmann Global Business Services GmbH RU0712	Ringstraße 16-20 DE-33378 Rheda-Wiedenbrück	0712@invoice.bertelsmann.com	DE 203 313 877
0716	Campaign Services Neckarsulm GmbH RU0716	Kanalstraße 15 DE-74172 Neckarsulm	0716@invoice.bertelsmann.com	DE 813 391 726
0739	Bertelsmann China Holding GmbH RU0739	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0739@invoice.bertelsmann.com	351/5900/1181
0744	Campaign services Offenbach GmbH RU0744	Schumannstr. 164 DE-63069 Offenbach	0744@invoice.bertelsmann.com	DE 814 061 708
0744	Campaign services Offenbach GmbH, Betriebsstätte Böblingen RU0744	Hanns-Klemm-Str. 19 DE-71034 Böblingen	0744@invoice.bertelsmann.com	DE 814 061 708

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Example of a correct billing address:

Bertelsmann SE & Co. KGaA - Corporate Center RU0029
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Carl-Bertelsmann-Straße 270
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RU	Name	Invoicing / Delivery address	E-mail address	VAT ID/ Tax number
0763	Bertelsmann Capital Holding GmbH RU0763	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	0763@invoice.bertelsmann.com	DE 813 288 940
0777	rewards arvato services GmbH RU0777	Ridlerstraße 31 b DE-80339 München	0777@invoice.bertelsmann.com	351/5900/5499
0780	European SCM Services GmbH RU0780	Reinhard-Mohn-Straße 27 DE-33333 Gütersloh	0780@invoice.bertelsmann.com	DE 813 104 608
0782	bedirect GmbH & Co. KG RU0782	Carl-Bertelsmann-Straße 161 DE-33332 Gütersloh	0782@invoice.bertelsmann.com	DE 813 285 800
0792	Riverty Administration Services GmbH RU0792	Münsterstraße 111 DE-48155 Münster	0792@invoice.bertelsmann.com	DE 813 263 025
0801	bedirect Verwaltungs GmbH RU0801	Carl-Bertelsmann-Straße 161 DE-33332 Gütersloh	0801@invoice.bertelsmann.com	351/5900/1465
0862	Verlegerdienst München GmbH RU0862	Gutenbergstrasse 1 DE-82205 Gilching	0862@invoice.bertelsmann.com	DE 814 766 390
0887	Arvato SE - Consumer Products RU0887	Reinhard-Mohn-Straße 22 DE-33333 Gütersloh	0887@invoice.bertelsmann.com	DE 319 051 807
0897	arvato distribution GmbH RU0897	Gottlieb-Daimler-Straße 1 DE-33428 Harsewinkel	0897@invoice.bertelsmann.com	DE 811 147 844
0917	Global Assekuranz Vermittlungsgesellschaft mbH RU0917	Carl-Bertelsmann- Straße 270 DE-33335 Gütersloh	0917@invoice.bertelsmann.com	DE 814 012 255
0918	Prinovis Verwaltungs GmbH RU0918	Carl-Bertelsmann-Straße 161 DE-33332 Gütersloh	0918@invoice.bertelsmann.com	DE 811 117 136
0929	mbs Nürnberg GmbH RU0929	Breslauer Straße 300 DE- 90471 Nürnberg	0929@invoice.bertelsmann.com	DE 811 962 347
0977	rtv media group GmbH RU0977	Carl-Bertelsmann-Straße 161 DE-33332 Gütersloh	0977@invoice.bertelsmann.com	DE 813 630 241
0997	arvato systems GmbH RU0997	Reinhard-Mohn-Straße 18 DE-33333 Gütersloh	0997@invoice.bertelsmann.com	DE 811 147 981
1042	Bertelsmann Österreich GmbH RU1042	Andromeda Tower, Donau-City Straße 6, AT-1220 Wien	1042@invoice.bertelsmann.com	ATU 148 976 00
1497	AZ Direct AG RU1497	Lorzenparkstrasse 10 CH-6330 Cham	1497@invoice.bertelsmann.com	CH 408 108
1577	AZ Direct Österreich GmbH RU1577	Andromeda Tower Donau-City Str. 6 AT-1220 Wien	1577@invoice.bertelsmann.com	ATU 509 501 09
1582	Societa Holding Industriale di Grafica S.p.A. RU1582	Piazza Matteotti 20, IT-24122 Bergamo	1582@invoice.bertelsmann.com	IT 074 884 11005

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max.mustermann@bertelsmann.de [and/or] **KST 00290100**
Carl-Bertelsmann-Straße 270
33335 Gütersloh

RU	Name	Invoicing / Delivery address	E-mail address	VAT ID/ Tax number
1923	Bertelsmann Nederland B.V. RU1923	Amsterdamsestraatweg 28 NL-1391 AB ABCOUDE	1923@invoice.bertelsmann.com	NL 009 488 182 B01
3438	Ricordi & C. S.r.l. RU3438	Via Brera 28, IT-20121 Mailand	3438@invoice.bertelsmann.com	IT 053 686 10969
3480	Arvato Austria GmbH RU3480	Andromeda Tower Donau-City Str. 6 AT-1220 Wien	3480@invoice.bertelsmann.com	ATU 613 535 46
3482	Arvato Italia S.R.L. RU3482	Via Zanica 19K, IT-24050 Grassobbio (BG)	3482@invoice.bertelsmann.com	IT 031 479 50160
3544	infoscore AG RU3544	Ifangstraße 8 CH-8952 Schlieren	3544@invoice.bertelsmann.com	CH 439 457
3659	BMG RIGHTS Management RU3659	51 rue vivienne F-75002 Paris	3659@invoice.bertelsmann.com	FR 105 083 532 99
3665	BMG rights Managements Benelux B.V RU3665	Oude Amersfoortseweg 123 NL-1212 AA Hilversum	3665@invoice.bertelsmann.com	NL 820 203 907 B01
3802	Arvato Netherlands B.V. RU3802	Brem1 NL-6598 MH Heijen	3802@invoice.bertelsmann.com	NL 802 011 305 B01
4004	Brief-Union eG RU4004	Reinhard-Mohn-Straße 300 DE-33333 Gütersloh	4004@invoice.bertelsmann.com	DE 242 195 109
4011	Bertelsmann SE & Co. KGaA - Pensions Trust RU4011	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4011@invoice.bertelsmann.com	DE 126 770 390
4101	BDMI GmbH RU4101	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4101@invoice.bertelsmann.com	DE 254 608 818
4105	BMG RIGHTS Management GmbH RU4105	Charlottenstraße 59 DE-10117 Berlin	4105@invoice.bertelsmann.com	DE 256 672 930
4106	AZ Direct Beteiligungs GmbH RU4106	Carl-Bertelsmann-Straße 161 DE-33332 Gütersloh	4106@invoice.bertelsmann.com	351/5900/4689
4139	frechverlag GmbH RU4139	Dieselstraße 5 DE-70839 Gerlingen	4139@invoice.bertelsmann.com	DE 147 509 267
4140	Bertelsmann SE & Co. KGaA - BI Corporate RU4140	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4140@invoice.bertelsmann.com	DE 126 770 390
4141	infoscore Portfolio Management International GmbH RU4141	Rheinstraße 99 DE-76532 Baden-Baden	4141@invoice.bertelsmann.com	351/5900/4951
4145	EXTEDO GmbH RU4145	Einsteinstr. 30 85521 Ottobrunn	4145@invoice.bertelsmann.com	DE 201 282 452
4146	Creative Consolidated GmbH RU4146	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4146@invoice.bertelsmann.com	351/5900/6640
4147	RM 18 Beteiligungsverwaltungs GmbH RU4147	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4147@invoice.bertelsmann.com	351/5900/6629

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4148	Docuvera Software GmbH RU4148	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4148@invoice.bertelsmann.com	351/5900/6709
4149	RM 20 Beteiligungsverwaltungs GmbH i.Gr. RU4149	Carl-Bertelsmann-Straße 270 33335 Gütersloh	4149@invoice.bertelsmann.com	
4150	Arvato Intralogistics GmbH RU4150	Reinhard-Mohn-Straße 22 DE-33333 Gütersloh	4150@invoice.bertelsmann.com	DE 458 606 425
4151	Cross Cult Entertainment Verwaltungs GmbH RU4151	Teinacher Straße 72 DE-71634 Ludwigsburg	4151@invoice.bertelsmann.com	DE 362 006 872
4152	LernBase GmbH RU4152	Roscherstraße 7 DE-30161 Hannover	4152@invoice.bertelsmann.com	DE 348 406 436
4282	Majorel Neubrandenburg GmbH RU4282	Carl-Bertelsmann-Str. 270 DE-33335 Gütersloh	4282@invoice.bertelsmann.com	DE 254 608 800
4310	infoscore Business Support GmbH RU4310	Rheinstraße 99 DE-76532 Baden-Baden	4310@invoice.bertelsmann.com	DE 239 616 096
4311	infoscore Finance GmbH RU4311	Rheinstraße 99 DE-76532 Baden-Baden	4311@invoice.bertelsmann.com	DE 213 117 037
4313	Direct analytics GmbH RU4313	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4313@invoice.bertelsmann.com	DE 209 719 248
4315	Riverty Services GmbH RU4315	Gütersloher Straße 123 DE-33415 Verl	4315@invoice.bertelsmann.com	DE 241 977 674
4323	Riverty Group GmbH RU4323	Rheinstraße 99 DE-76532 Baden-Baden	4323@invoice.bertelsmann.com	DE 814 491 108
4332	infoscore Portfolio Management GmbH & Co. KG RU4332	Rheinstraße 99 DE-76532 Baden-Baden	4332@invoice.bertelsmann.com	DE 270 947 808
4336	AZ fundraising services GmbH & Co. KG RU4336	Carl-Bertelsmann-Straße 161 S DE-33332 Gütersloh	4336@invoice.bertelsmann.com	DE 815 234 773
4344	Arvato SE - Healthcare RU4344	Reinhard-Mohn-Straße 22 DE-33333 Gütersloh	4344@invoice.bertelsmann.com	DE 319 051 807
4348	Be People GmbH RU4348	Carl-Bertelsmann-Str. 270 DE-33335 Gütersloh	4348@invoice.bertelsmann.com	DE 814 606 141
4350	arvato systems digital GmbH RU4350	Riebeckstraße 62 DE-04317 Leipzig	4350@invoice.bertelsmann.com	DE 812 812 265
4356	adality GmbH RU4356	Carl-Bertelsmann-Str. 161 DE-33332 Gütersloh	4356@invoice.bertelsmann.com	DE 288 078 631
4365	Bertelsmann SE & Co. KGaA - Riverty Corporate RU4365	Rheinstraße 99 DE-76532 Baden-Baden	4365@invoice.bertelsmann.com	DE 126 770 390
4366	Bertelsmann SE & Co KGaA - SCM Corporate RU4366	Reinhard-Mohn-Straße DE-33334 Gütersloh	4366@invoice.bertelsmann.com	DE 126 770 390

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33335 Gütersloh

RU	Name	Invoicing / Delivery address	E-mail address	VAT ID/ Tax number
4367	Bertelsmann SE & Co. KGaA - BA IT Services Corporate RU4367	Reinhard-Mohn-Straße 20 DE-33334 Gütersloh	4367@invoice.bertelsmann.com	DE 126 770 390
4372	arvato services Dresden GmbH RU4372	Carl-Bertelsmann-Str. 270 DE-33335 Gütersloh	4372@invoice.bertelsmann.com	DE 815 476 538
4377	infoscore Portfolio Management II GmbH & Co.KG RU4377	Rheinstraße 99 DE-76532 Baden-Baden	4377@invoice.bertelsmann.com	DE 815 504 988
4379	Riverty GmbH RU4379	Gütersloher Straße 123 DE-33415 Verl	4379@invoice.bertelsmann.com	DE 815 539 954
4382	Bertelsmann SE & Co. KGaA - Bertelsmann Marketing Services Corporate RU4382	Carl-Bertelsmann-Straße 161 DE-33332 Gütersloh	4382@invoice.bertelsmann.com	DE 126 770 390
4384	direct services Gütersloh GmbH - Corporate Digital Marketing RU4384	Reinhard-Mohn-Straße 300 DE-33334 Gütersloh	4384@invoice.bertelsmann.com	DE 812 731 150
4396	Arvato SE RU4396	Reinhard-Mohn-Straße 22 DE-33333 Gütersloh	4396@invoice.bertelsmann.com	DE 319 051 807
4396	Arvato SE - IFC RU4396	Reinhard-Mohn-Straße 22 DE-33333 Gütersloh	4396.IFC@invoice.bertelsmann.com	DE 319 051 807
4403	FuturePresent Management GmbH - UK Branch RU4403	Colchester Rd, Ardleigh, Great Bentley UK - CO7 7DW Colchester	4403@invoice.bertelsmann.com	
4404	corneo GmbH RU4404	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4404@invoice.bertelsmann.com	351/5900/6480
4405	BMG RIGHTS Management GmbH - Corporate RU4405	Charlottenstraße 59 DE-10117 Berlin	4405@invoice.bertelsmann.com	DE 256 672 930
4406	EMBRACE GmbH RU4406	Carl-Bertelsmann-Str. 270 DE-33335 Gütersloh	4406@invoice.bertelsmann.com	DE 815 917 443
4407	RM 16 Beteiligungsverwaltungs GmbH RU4407	Carl-Bertelsmann-Str. 270 DE-33335 Gütersloh	4407@invoice.bertelsmann.com	351/5900/6403
4408	Bertelsmann SE & Co. KGaA – BI Overhead RU4408	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4408@invoice.bertelsmann.com	DE 126 770 390
4409	Bertelsmann Investments Digital Health GmbH RU4409	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4409@invoice.bertelsmann.com	DE 347 162 644
4410	Arvato Systems National Cloud GmbH RU4410	Reinhard-Mohn-Straße 18 DE-33333 Gütersloh	4410@invoice.bertelsmann.com	DE 351 969 547
4411	Bertelsmann Data Services GmbH RU4411	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4411@invoice.bertelsmann.com	DE 336 482 965
4412	RM Elfte Beteiligungsverwaltungs GmbH RU4412	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4412@invoice.bertelsmann.com	351/5900/6210
4413	FuturePresent Management GmbH RU4413	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4413@invoice.bertelsmann.com	DE 815 826 726

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RU	Name	Invoicing / Delivery address	E-mail address	VAT ID/ Tax number
4418	Bertelsmann Global Business Services GmbH - BeProcurement RU4418	Ringstraße 16-20 DE-33378 Rheda-Wiedenbrück	4418@invoice.bertelsmann.com	DE 203 313 877
4420	Bertelsmann Management SE RU4420	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4420@invoice.bertelsmann.com	DE 282 933 510
4421	Bertelsmann Transfer GmbH RU4421	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4421@invoice.bertelsmann.com	DE 815 381 268
4422	BAI GmbH RU4422	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4422@invoice.bertelsmann.com	DE 815 393 283
4425	Bertelsmann Global Business Services Schwerin GmbH RU4425	Bleicherufer 25 DE-19053 Schwerin	4425@invoice.bertelsmann.com	DE 815 602 875
4428	Studyflix GmbH RU4428	Kirchbergstraße 23 DE-86157 Augsburg	4428@invoice.bertelsmann.com	DE 317 493 033
4429	Erste WV Gütersloh GmbH - Holding for Afya RU4429	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4429@invoice.bertelsmann.com	351/5900/5251
4431	Relias Learning GmbH RU4431	Luisenstraße 46 DE-10117 Berlin	4431@invoice.bertelsmann.com	DE 305 057 725
4432	Erste WV Gütersloh GmbH - India Investments (BII) RU4432	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4432@invoice.bertelsmann.com	351/5900/5251
4440	Erste WV Gütersloh GmbH - Central Investments RU4440	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4440@invoice.bertelsmann.com	351/5900/5251
4441	Bertelsmann China Holding GmbH – Investments RU4441	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4441@invoice.bertelsmann.com	351/5900/1181
4465	milch & zucker GmbH RU4465	Friedrich-List-Straße 23 DE-35398 Gießen	4465@invoice.bertelsmann.com	DE 199 003 845
4466	Jobstairs GmbH RU4466	Friedrich-List-Straße 23 DE-35398 Gießen	4466@invoice.bertelsmann.com	DE 815 868 575
4468	justtrack GmbH RU4468	An der Alster 42 DE-20099 Hamburg	4468@invoice.bertelsmann.com	DE 352 506 979
4500	SUNDAY GmbH RU4500	An der Alster 42 DE-20099 Hamburg	4500@invoice.bertelsmann.com	DE 815 843 300
4750	PRINOVIS GmbH & Co. KG RU4750	Carl-Bertelsmann-Straße 161 DE-33332 Gütersloh	4750@invoice.bertelsmann.com	DE 814 446 223
4803	Erste TD Gütersloh GmbH RU4803	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4803@invoice.bertelsmann.com	351/5900/5240
4804	Erste WV Gütersloh GmbH RU4804	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4804@invoice.bertelsmann.com	351/5900/5251
4834	trndsphere blue GmbH RU4834	Neumarkter Straße 26 DE-81673 München	4834@invoice.bertelsmann.com	143/188/01097

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Example of a correct billing address:

Bertelsmann SE & Co. KGaA - Corporate Center RU0029
max.mustermann@bertelsmann.de [and/or] **KST 00290100**
Carl-Bertelsmann-Straße 270
33335 Gütersloh

RU	Name	Invoicing / Delivery address	E-mail address	VAT ID/ Tax number
4836	trndnxt GmbH RU4836	Winzererstr. 47d DE-80797 München	4836@invoice.bertelsmann.com	DE 254 731 346
4837	TERRITORY Influence GmbH RU4837	Neumarkter Straße 26 DE-81673 München	4837@invoice.bertelsmann.com	DE 238 390 954
4864	G+J Digital Ventures GmbH RU4864	Friedrichstraße 68 DE-10117 Berlin	4864@invoice.bertelsmann.com	DE 306 144 027
4866	Ausbildung.de GmbH RU4866	Wittener Straße 87 DE-44789 Bochum	4866@invoice.bertelsmann.com	DE 272 322 231
4869	justDice GmbH RU4869	An der Alster 42 DE-20099 Hamburg	4869@invoice.bertelsmann.com	DE 306 047 314
4905	adjoe GmbH RU4905	An der Alster 42 DE-20099 Hamburg	4905@invoice.bertelsmann.com	DE 317 044 355
4906	TERRITORY Smart Agency GmbH RU4906	Am Baumwall 11 20459 Hamburg	4906@invoice.bertelsmann.com	DE 307 429 816
4907	AppLike Group GmbH RU4907	An der Alster 42 DE-20099 Hamburg	4907@invoice.bertelsmann.com	DE 815 849 652
4910	TERRITORY GmbH RU4910	Carl-Bertelsmann-Straße 161M DE-33311 Gütersloh	4910@invoice.bertelsmann.com	DE 212 843 027
4910	TERRITORY GmbH RU4910	Brüssler Str. 89-93 DE-50672 Köln	4910@invoice.bertelsmann.com	DE 212 843 027
4910	TERRITORY GmbH RU4910	Großer Burstah 31 DE-20457 Hamburg	4910@invoice.bertelsmann.com	DE 212 843 027
4910	TERRITORY GmbH RU4910	Neumarkter Straße 26 DE-81673 München	4910@invoice.bertelsmann.com	DE 212 843 027
4911	Kindertagesstätte Villa Kunterbunt RU4911	Carl-Miele-Straße 216 - 218 DE-33335 Gütersloh	4911@invoice.bertelsmann.com	351/5912/0384
4912	Kindertagesstätte Villa Sonnenschein RU4912	Im Lütken Ort 44 DE-33334 Gütersloh	4912@invoice.bertelsmann.com	351/5912/0384
4914	TERRITORY GmbH - Leitung und Stäbe RU4914	Großer Burstah 31 DE-20457 Hamburg	4914@invoice.bertelsmann.com	DE 212 843 027
4917	GR Apps GmbH RU4917	An der Alster 42, DE-20099 Hamburg	4917@invoice.bertelsmann.com	DE 360 725 747
4918	FT Studios GmbH RU4918	An der Alster 42, DE-20099 Hamburg	4918@invoice.bertelsmann.com	DE 360 725 755
4920	Apps United GmbH RU4920	An der Alster 42, DE-20099 Hamburg	4920@invoice.bertelsmann.com	DE 360 725 739
4927	BI Capital GmbH RU4927	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4927@invoice.bertelsmann.com	351/5900/6593

Important Information Regarding the Billing Address:

Please ensure that the **RU (Reporting Unit)** is included at the end of the company name in the billing address.

To ensure timely processing of invoices without a purchase order reference, the invoice must include the **responsible contact person (name/email)** or the **cost center** of the client.

Example of a correct billing address:

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Carl-Bertelsmann-Straße 270
33335 Gütersloh

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4928	BI Capital Verwaltungs GmbH RU4928	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	4928@invoice.bertelsmann.com	DE 450 531 232
4929	VOCANTO GmbH RU4929	Oskar-Jäger-Straße 173 DE-50825 Köln	4929@invoice.bertelsmann.com	DE 326 143 292
5337	Countdown Media GmbH RU5337	Wichmannstraße 4, Haus 10 Sued DE-22607 Hamburg	5337@invoice.bertelsmann.com	DE 813 330 362
5345	BMG RIGHTS Management (Europe) GmbH RU5345	Charlottenstraße 59 DE-10117 Berlin	5345@invoice.bertelsmann.com	DE 284 507 462
5389	BMG Production Music (Benelux) BV RU5389	Oude Amersfoortseweg 123 NL-1212 AA Hilversum	5389@invoice.bertelsmann.com	NL 800 529 297 B01
5443	BMG Production Music (France) SAS RU5443	53 rue Vivienne F-75002 Paris	5443@invoice.bertelsmann.com	FR 333 047 737 16
5455	BMG Production Music (Germany) GmbH RU5455	Charlottenstraße 59 DE-10117 Berlin	5455@invoice.bertelsmann.com	DE 815 787 814
5463	TT Teamwork Production AG RU5463	Ifangstrasse 8 CH-8952 Schlieren	5463@invoice.bertelsmann.com	CH 213 966 373
5465	Telamo Musik & Unterhaltung GmbH RU5465	Lucile - Grahn Straße 41 DE-81675 München	5465@invoice.bertelsmann.com	DE 283 689 361
5832	RM Luxembourg S.A. RU5832	43, Boulevard Pierre Frieden LU-1543 Luxemburg	5832@invoice.bertelsmann.com	LU 36874922
5833	Riverty Luxembourg S.a r.l. RU5833	43, Boulevard Pierre Frieden LU-1543 Luxemburg	5833@invoice.bertelsmann.com	
5902	Dorling Kindersley Verlag GmbH RU5902	Arnulfstraße 124 DE-80636 München	5902@invoice.bertelsmann.com	DE 147 851 084
7926	FuturePresent GmbH & Co. KG RU7926	Carl-Bertelsmann-Straße 270 DE-33335 Gütersloh	7926@invoice.bertelsmann.com	
8200	Bertelsmann Luxembourg S.a.r.l. RU8200	45, Boulevard Pierre Frieden LU-1543 Luxemburg	8200@invoice.bertelsmann.com	2014 2424 186
8206	Riverty Services Netherlands B.V. RU8206	K R Poststraat 66 NL-8441 ER Heerenveen	8206@invoice.bertelsmann.com	NL 854 693 026 B01
8225	IFA Finance Designated Activity Company RU8225	Talent Garden Building, Claremont Avenue IE-D11YNR2 Glasnevin, Dublin 11	8225@invoice.bertelsmann.com	IE 034 637 04DH
8232	IFA Securitisation Designated Activity Company RU8232	Talent Garden Building, Claremont Avenue IE-D11YNR2 Glasnevin, Dublin 11	8232@invoice.bertelsmann.com	IE 035 553 12UH
8233	Riverty Tech OÜ RU8233	Telliskivi street 60/2 EE- 10412 Harju county, Tallinn	8233@invoice.bertelsmann.com	EE 102 087 316

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Example of a correct billing address:

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max.mustermann@bertelsmann.de [and/or] **KST 00290100**
Carl-Bertelsmann-Straße 270
33335 Gütersloh

RU	Name	Invoicing / Delivery address	E-mail address	VAT ID/ Tax number
8234	Riverty Services Ireland Limited RU8234	Talent Garden Building, Claremont Avenue IE-D11YNR2 Glasnevin, Dublin 11	8234@invoice.bertelsmann.com	IE 355 62 73SH
8261	MF Group AG RU8261	Kornhausstrasse 25 CH-9001 St. Gallen	8261@invoice.bertelsmann.com	
8299	Bertelsmann Nederland B.V. - Investments RU8299	Amsterdamsestraatweg 28 NL-1391 AB ABCOUDE	8299@invoice.bertelsmann.com	NL 009 488 182 B01
8303	Territory Influence WE SARL RU8303	3 rue de Liège FR-75009 Paris	8303@invoice.bertelsmann.com	FR27522903434
8308	Territory Influence SE, S.L.U. RU8308	Morales 21-27, 3° M ES-08029 Barcelona	8308@invoice.bertelsmann.com	ESB 65111825
8364	Rote Liste Service GmbH RU8364	Mainzer Landstraße 55 DE-60329 Frankfurt am Main	8364@invoice.bertelsmann.com	DE 183 961 730
8670	Bertelsmann Luxembourg Investments S.à r.l. RU8670	43, Boulevard Pierre Frieden LU-1543 Luxembourg	8670@invoice.bertelsmann.com	2019 2402 728
8830	Bertelsmann Business Support S.a r.l. - Central BI Funds RU8830	43, Boulevard Pierre Frieden LU-1543 Luxembourg	8830@invoice.bertelsmann.com	LU 278 896 59
8888	Arvato Logistics Italia S.r.l. RU8888	Via Zanica 19 K IT- 24050 Grassobio	8888@invoice.bertelsmann.com	IT 039 472 301 36
9129	Bertelsmann Business Support S.à r.l. RU9129	43, Boulevard Pierre Frieden LU-1543 Luxembourg	9129@invoice.bertelsmann.com	LU 278 896 59