



## Requirements for digital incoming invoices of the juwi Group

### ➔ **Faster sending and receiving of your invoice to the juwi group using digital invoices by mail (PDF)**

Digitization is making its way into many areas of life. Especially in Covid19 times, there is a clear push in the area of digitalization. Detached from the Covid19 situation, we as the juwi Group have been implementing meaningful digitization steps in coordination with our business partners for quite some time.

We have taken another step along this path with the implementation of a digital workflow in our incoming invoice processing. Since 01.08.2020 we can import digital incoming invoices from you in PDF format directly into our document management system. This will ensure higher quality in the capture of invoices and faster processing times in-house.

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#### ➔ *What advantages does this have for you:*

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- Printing, packing and mailing of invoices is no longer necessary
- You save printing and postage costs
- The time delay of the postal service is eliminated
- The faster and digital transmission allows faster processing in our company
- Discount periods can be used more effectively and the necessary liquidity is available to you more quickly
- The invoice dispatch and document flow is traceable and reproducible at any time

### ➔ **However, we need your support to successfully implement this measure. We ask you to observe and implement the following instructions so that we can realize a smooth digital workflow in our company for our mutual benefit.**

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#### ➔ *Invoice quality requirements*

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If you would like to take advantage of electronic invoice processing, please note the following requirements for incoming invoices in PDF format.

### ➔ **Sending your invoices by postmail is then generally not necessary.**



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➔ *Please note the following important points:*

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- The correct juwi order number is listed on the invoice.
- The invoice details correspond to the associated purchase order (price, purchase order, delivery date, payment terms).
- The invoice refers to one purchase order only.
- If there is no purchase order, the name of the requester must be listed.
- Your bank details (IBAN and BIC) are indicated on the invoice.
- The invoice should not contain any handwritten information.
- For better readability, a white invoice background should be chosen if possible.

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➔ *File type*

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Only documents with the .pdf file extension can be accepted and processed.

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➔ *File content*

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Only one invoice per PDF document.

Always combine multi-page invoices into one PDF document including all attachments.

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➔ *Invoice dispatch*

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Each company of the juwi Group has its own e-mail address.

Please send invoices exclusively to the designated e-mail address of the respective juwi Group company.

➔ **Email addresses for PDF documents**

**juwi AG**

**digitale\_Rechnungen\_jAG@juwi.de**

**juwi Operations & Maintenance GmbH**

**digitale\_Rechnungen\_jOM@juwi.de**



The email address [digitale\\_rechnungen@juwi.de](mailto:digitale_rechnungen@juwi.de) provided by our company so far is only available for a transitional period and will then be switched off. Invoices that are received on this mailbox after this date will be deemed not to have been delivered and therefore not to be due. Please remove this email address from your distribution lists.

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### ➔ PDF Invoice Creation Process

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The PDF file is to be created directly from a program (ERP, Excel, Word...).

#### Optimal



Limited suitability (because the poorer scan quality negatively affects the editability)



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### ➔ You still have questions?

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Then send us an e-mail to: [stephanie.schmitt@juwi.de](mailto:stephanie.schmitt@juwi.de).\*

#### ➔ Email addresses for PDF documents

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