



Requirements for digital incoming invoices of the juwi group

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

Due to the merger of juwi Operations & Maintenance GmbH with juwi AG, we are reorganizing with immediate effect. Please note that from now on your invoices may only be issued to juwi AG (after change of legal form Juwi GmbH, please note separate communication).

From now on, we can import incoming digital invoices from you in PDF format directly into our document management system. This ensures a higher quality in the recording of invoices and a faster processing time in our company.

➔ *What advantages does this have for you:*

- There is no need to print, pack and send invoices.
- You save printing and postage costs.
- The time delay of the postal service is eliminated.
- The faster and digital transmission allows for quicker processing in our company.
- Discount periods can be used more effectively and the necessary liquidity is available to you more quickly.
- Invoice dispatch and document flow are 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.**



➔ Invoice quality requirements

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

➔ The sending of your invoices by mail is then basically omitted.

Example of an invoice that meets the juwi Group's quality standard.

Name und Anschrift des leistenden Unternehmens

juwi AG
Energie-Allee 1
55286 Wörrstadt

Lieferadresse:

Rechnung 123456

Rechnungsdatum 25.02.2022

Bestellnummer

Ihre Bestellnummer

Ihre Kundennummer

Überweisung an

BIC:

IBAN:

Verwendungszweck

Gesamtbetrag in EUR

Ohne Abzug zu bezahlen bis zum

Alle Preisangaben in EUR.

Bankverbindung:

IBAN DEXX XX56 7891 2345 6789

BIC HFF12345

Pos.	Artikel Nr.	Bezeichnung	Menge	Einzelpr.	Total	MwSt
Liefermonat Februar 2022						
					41,06	19,0%
					4,99	19,0%
Summe Positionen					46,05	
MwSt					8,75	
Gesamtbetrag					54,80	



➔ *Please note the following important points:*

- 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.
- The name of the requester or contact person must be listed if possible (this enables us to assign the invoice to the correct person for release in a targeted manner).
- Your bank details (IBAN and BIC) are indicated on the invoice.
- The tax invoice details according to § 14 UstG are indicated accordingly (full name and address of the company providing the service, full name and address of the recipient of the service, your tax number or VAT ID number, the date of issue, the consecutive invoice number, the quantity and type of delivery/service, the date of delivery/service, the display of the net amount, the tax amount and tax rate due on the remuneration if taxable turnover or the reference to tax exemption).
- The invoice should not contain any handwritten information.
- For better readability, a white invoice background should be chosen if possible.

➔ *File type*

Only documents with the .pdf file extension can be accepted and processed. **Please do not use special characters (like comma) or umlauts in the PDF file name.**

➔ *File content*

Only one invoice per email - only one invoice per PDF document. Always combine multi-page invoices in one PDF document including all attachments. With multiple PDFs in one email, the system cannot reliably recognize the invoice(s). These emails cause errors and have to be manually reprocessed with a time delay and cost.

➔ *Invoice dispatch*

➔ **E-Mail address for PDF documents**

Digitale_Rechnungen@juwi.de



The email addresses digitale_rechnungen_JAG@juwi.de, digitale_Rechnungen_JOM@juwi.de provided by our company up to now are only available for a transitional period and will then be switched off. Invoices received on these mailboxes after this date will be considered as not delivered and therefore not due. Please remove these email addresses from your distribution lists.

➔ *PDF invoices creation process*

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)



➔ *You still have questions?*

Then write us an e-mail to: Dieter.Berg@juwi.de.

* Data protection: Here you will find our [Datenschutzerklärung](#) (or as a download at <https://www.juwi.de/downloads>).