

# 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)

As a result of the merger of juwi Operations & Maintenance GmbH and Windwärts Energie GmbH to juwi AG, we are reorganizing with immediate effect. Please note that from now on your invoices may only be issued to Juwi GmbH.

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.

---

### 1 *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.**

---

### 2 *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   
Rechnungsdatum 25.02.2022  
Bestellnummer  
Ihre Bestellnummer  
Ihre Kundennummer   
Überweisung an  
BIC:  
IBAN:  
Verwendungszweck  
Gesamtbetrag in EUR  
Bankverbindung:  
IBAN DEXX 0056 7891 2345 6789  
BIC HFF12345  
Ohne Abzug zu bezahlen bis zum   
Alle Preisangaben in EUR.

Pos.	Artikel Nr.	Bezeichnung	Menge	Einzelpr.	Total	MwSt
Liefermonat Februar 2022						
		<input type="text"/>			41,06	19,0%
					4,99	19,0%
Summe Positionen					46,05	
MwSt					8,75	
Gesamtbetrag					54,80	

---

### 3 *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.

---

### 4 *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.**

---

### 5 *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.

---

### 6 *Invoice dispatch*

---

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

**Digitale\_Rechnungen@juwi.de**

The email addresses [digitale\\_rechnungen\\_JAG@juwi.de](mailto:digitale_rechnungen_JAG@juwi.de), [digitale\\_Rechnungen\\_JOM@juwi.de](mailto:digitale_Rechnungen_JOM@juwi.de) and [Rechnungseingang213@mvv.de](mailto:Rechnungseingang213@mvv.de) for Windwärts Energie GmbH, which were previously provided by our company, will only be available for a transitional period and will then be switched off. Invoices that are received on these mailboxes **after this time will be considered as not delivered and therefore not due**. Please remove these e-mail addresses from your distribution lists.

---

## 7 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)



---

## 8 You still have questions?

---

Then write us an e-mail to: [Dieter.Berg@juwi.de](mailto:Dieter.Berg@juwi.de).

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