

Heidelberg invoicing requirements for Suppliers



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 This document provides you with the important information how to invoice Heidelberg and submit the document in an efficient way. In order to ensure prompt document processing and payment, please make sure that you comply with the below mandatory requirements for invoice creation and submission through e-mail.

 **Formal (legal and business) invoicing requirements**
Invoice must contain:

- All mandatory information as per local legal, fiscal and tax requirements,
- Full Heidelberg billing address,
- Heidelberg Purchase Order number and PO line number
- The PO and invoice currencies must be the same,
- One invoice = one PO,
- Contact person at Heidelberg must be named (valid for exceptional cases, if PO number was not provided),
- Supporting documentation in case of services (e.g. timesheets, service delivery sheets),
- Your bank details,
- Fully readable information (all pages included, no handwritten information on the invoice, white background).

 **Technical requirements for PDF invoices sent by e-mail**

- Use dedicated e-mail address per entity to submit invoice documents (see document *Heidelberg_contact details for suppliers*)
 - Only .pdf or ZUGFeRD-Format (PDF + XML):
 - One e-mail = one PDF file with invoice + attachment(s)
 - One PDF file = one invoice
 - Enclose maximum 5 attachments in a separate PDF files and name them as "attachment"
 - No special characters in the file name (?_/*:>")
- Continue to send other important documents in paper form to the usual contact persons (e.g. bank guarantees, customs documents, etc.)
- No billing-related information in the e-mail text (it will not be read)
- Do not send copies of invoice documents additionally by post

 **Invoices not meeting the requirements cannot be processed.**
 It may result in payments being delayed until the correct completed invoice is re-submitted and received.