

RZD PDF starter package

Central submission of electronic invoices/credits/reminders by email

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1.

Introduction

Your REWE customer has contracted with

**REWE-Zentrale-Dienstleistungsgesellschaft mbH (RZD)
Domstrasse, 20, 50668 Cologne**

as the service provider to process incoming documents.

The PDF invoices/credits/reminders, including any attachments, that you submit by email will be received, archived and sent to the appropriate REWE customer (see separate Excel list of the participating companies) by RZD. This process is currently available for invoices.

The new VAT law has allowed electronic invoices and credits with no signature since 2011. Thus, invoices and credits can also be sent by email as electronic PDF documents. ISO standard PDF/A-3 applies here.

The above-specified changes allow us to move from the current paper-based invoicing process to submission of invoices by email. This has a number of advantages for both parties:

- No paper (sustainability)
- No printing costs
- Savings in postage costs
- Acceleration of communication and processing
- Reduced manual activities

The rules for sending electronic PDF documents to REWE-Zentrale-Dienstleistungsgesellschaft mbH (RZD) are described below.

2.

General

Approving the transmission of electronic invoices and credits to RZD is based on:

- a) the **new version of Section 14 of the Value Added Tax Act (VAT Act)** as a result of the Tax Simplification Act of 2011 and
- b) **the related statements in the Federal Ministry of Finance's circular of 2 July 2012** (REF: IV D 2 -S 7287-a/09/10004 :003, DOC: 2012/0449475).

These statements clarify the VAT-related regulations and the prerequisites for submitting electronic invoices and credits.

When you start sending electronic invoices and credits to RZD, you implicitly confirm that you agree to adhere to these legal requirements.

This PDF starter package applies for the submission of electronic invoices/credits and reminders sent as PDF files via email.

3.

Approval

In order for you to submit electronic invoices and credits by PDF you must be approved for this process by RZD. To determine your start date, please send an email with your full contact details to the following address:

rechnung.onboarding@rewe-group.com

We need the following email addresses from you:

- (1) The email address(es) from which you will send your emails to us. You can register up to five different sender email addresses.
- (2) The email address for a contact person on your side to whom we can send email notifications in the event of an error (response address). This address does not necessarily have to be different from one of the sender email addresses.

If a change is necessary, the new email address must be communicated in advance in good time. For organisational reasons, a new overview of all authorised email addresses must be submitted ([as an Excel table](#)). Your change request must be confirmed by REWE-Zentrale-Dienstleistungsgesellschaft mbH (RZD).

Our email address for submitting invoices and credits:

There are different email addresses depending on your REWE customers. The relevant email addresses can be found in the customer list. The current customer list can be downloaded here: <https://www.rewe-group.com/content/uploads/2021/08/kundenliste.xlsx>

You can submit the following documents centrally via email:

- Invoices/credits/reminders, including the related attachments, to the companies specified in the customer list

The following will be rejected or returned by email:

- *Emails that are not sent by an approved sender email address for your company*
- *Invoices to companies that are not included in the list of participating customers*
- *Other correspondence such as offers, advertising, contracts, etc.*

These types of correspondence can only take place directly with your customer, as previously. For this reason, emails that do not meet the technical and/or legal requirements will be filtered out. (See points 4 and 6.)

4.

Technical requirements

- (1) One email, including attachments, may not be larger than 30 MB. Attachments must be either PDF or Excel files that have not been compressed (zipped) or password protected.
- (2) The email text may not contain any booking-related information, as such information will not be processed or read. Only the files will be processed.
- (3) Each email may only contain exactly one process. A process is either 1 PDF invoice (+ attachment(s)) or 1 PDF credit (+ attachment(s)) or 1 reminder (+ attachment(s)). Each attachment must be included as a separate file (PDF or Excel).
- (4) All current PDF versions, including version PDF/A-3, are permitted. For Excel files, all formats without macros (.xlsm) are permitted.

5. Organisational requirements

Please note the following recommendations to ensure faster processing and payment of your submitted invoice.

5.1 Invoice content:

- The invoice should specify the exact **location where the service was provided** or the address of the property (e.g., market address, property no., **service or goods recipient GLN**)
- Please indicate the 10-digit **cost centre** and **invoice recipient GLN/goods recipient GLN** that your customer provides you upon request.
- The **date the invoice is actually prepared** must be specified as the **invoice date**. However, the **service date** is the date the service is actually provided (in full).
- If there is more than one page, the **total invoice amount should be indicated on the last page**.

5.2 Email content:

Invoices/credits and attachments should have different file names that ensure the document type can be identified automatically.

- The file name of your invoice should include terms like **“Invoice”** or **“Inv.”** or similar that clearly indicates what it is.
- The file name of your credit should include terms like **“Credit”** or **“Credit Note”** or **“CN”** or similar that clearly indicates what it is.
- The file name of your **reminder/payment reminder** should include terms like **“Reminder”** or **“Payment Reminder”** or similar that clearly indicates what it is.
- **Attachments** to your invoice/credit should likewise have a **descriptive name** that fits with the content (e.g., **time sheet, proof of work, acceptance report, proof of performance**, etc.). Terms such as **attachment** are also helpful.

However, you should avoid using the above keywords for “Invoice” or “Credit” in the file names for attachments.

Your email may be rejected if you do not adhere to the above requirements.

6. Legal requirements

Your invoice/credit must contain the following, pursuant to Sections 14, 14a of the VAT Act.

- ✓ Clear indication that the document is an invoice (or credit pursuant to Section 14, para. 4, clause 1, no. 10 of the VAT Act)
- ✓ Complete name and full address of the company providing the service as well as the service recipient/buyer
- ✓ VAT ID/tax number of the service provider; in cases of tax-free intra-company services, the service recipient’s VAT ID number must also be included
- ✓ Consecutive invoice/document number
- ✓ Issue date of the invoice/credit (= document date)
- ✓ Date the goods/services were provided
- ✓ Quantity and type of goods or the type and scope of services
- ✓ Remuneration (net amount) and tax amount, including the currency, separated by tax rates
- ✓ The tax rate to be applied in percent; in the case of a tax exemption (VAT rate of 0%), a note pursuant to Section 14a of the VAT Act (e.g., “tax-exempt intra-company delivery”)
- ✓ Optional, if an agreement on fee reductions has been concluded: a note referring to this agreement, including the date it was concluded

All information, documents and FAQs can also be found on our homepage:
<https://www.rewe-group.com/de/rechnungsstellung/>