

Instructions (published: June 2021)

Central invoicing by email at the REWE Group

- Emails may only be sent from the registered email addresses (max. 5)
- Submit initial notification of sender and return email addresses as an Excel file
- If there are any changes or additions, all email addresses must be submitted as an Excel file
- Only one process per email: 1 invoice (+ attachment(s)) or 1 credit (+ attachment(s))
- Only a single invoice or credit per PDF file
- Include each attachment as a separate PDF file or Excel table
- The total size of your email cannot exceed 30 MB
- Please use the correct email address for the invoice recipient as specified in the separate REWE customer list (Excel table)
- Indicate the 10-digit cost centre and the customer's invoice recipient GLN (see also the REWE customer list)



If you have any questions, please contact REWE Zentrale Dienstleistungs GmbH
(email address: rechnung.onboarding@rewe-group.com)