

Notes

on the central receipt of documents by email at REWE Group

- Send e-mails from registered e-mail addresses only
- Initial and change notifications of sender / contact e-mail addresses via Excel file
- In case of changes or additions always submit all e-mail addresses via Excel file
- Only one transaction per e-mail
= 1 invoice (+ attachment/s) or 1 credit note (+ attachment/s)
- Only one invoice or credit note per PDF file
- Each attachment in a separate PDF file or Excel spreadsheet
- 12 MB as the maximum size of your entire e-mail
- Please use the correct e-mail address of the invoice recipient according to separate customer list (Excel spreadsheet).
- State the 10-digit cost centre, the invoice recipient and service recipient/WE-GLN of the ordering party

If you have any queries, please contact REWE-Zentrale-Dienstleistungs-GmbH
(e-mail box: rechnung.onboarding@rewe-group.com)