

**REWE-Zentrale-
Dienstleistungsgesellschaft mbH (RZD)
Starter kit**

for the

**central submission of electronic
Invoices/credit notes/reminders
by e-mail**

Version: 01.09

Date: November 2024

1. Introduction

Your customer from the REWE Group has commissioned

REWE-Zentrale-Dienstleistungsgesellschaft mbH (RZD)
Domstraße 20, 50668 Köln/Cologne

as a service provider to process incoming payment documents.

Any PDF or Excel invoices/credit notes and reminders including you send by e-mail, including any attachments, will therefore be received, archived and made available to the relevant REWE customers by RZD. This currently relates to **cost invoices**.

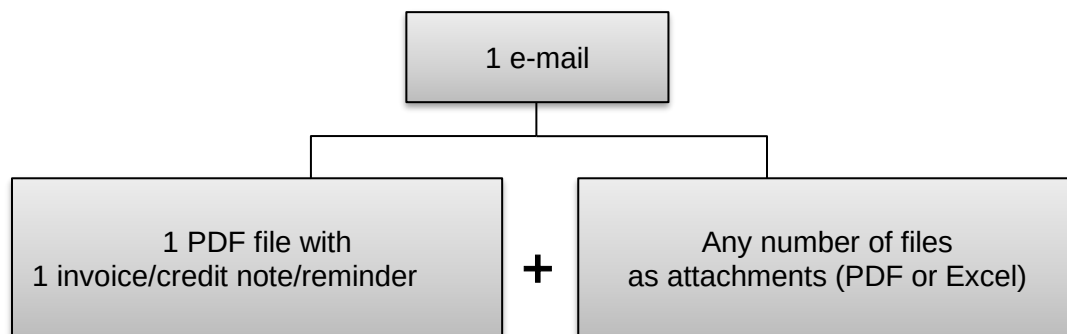
Below you will find the rules for sending electronic PDF or Excel files to REWE-Zentrale-Dienstleistungsgesellschaft mbH (RZD).

2. Technical requirements

Contents, format & size

The following is permitted for each e-mail:

- 2.1 **One file** with **one** invoice/credit note/reminder + any number of files with attachments
- 2.2 Main document and attachments in **separate** files
- 2.3 E-mail contents: no contents that are relevant for posting in the e-mail text
- 2.4 Allowed formats: **PDF & Excel** (unzipped, not signed or password-protected)
- 2.5 Maximum size of the e-mail: **30 MB**
- 2.6 Excel files only **without macros**
- 2.7 Any mails that do not meet the specifications will be rejected



3. Authorisation

To be able to transmit electronic documents by e-mail you must have been authorised for this procedure by RZD.

For this we would ask you to please submit the e-mail addresses specified below, using the Excel file you will find by clicking on the following link: [Excel file](#).

(1) The email address(es) from which you send your documents to us. Here you can state up to 5 different sender e-mail addresses.

In the Excel file next to field 3A.

(2) The e-mail address of a contact on your end to whom we can send e-mail notifications in the case of an error (return e-mail address).

In the Excel file next to field 3V.

Please send your Excel file to: rechnung.onboarding@rewe-group.com.
[After receipt we will confirm your commencement date.](#)

ATTENTION! Documents sent from an unregistered e-mail address will be automatically rejected!

You can change your e-mail addresses at any time. Simply send us your revised Excel file for this purpose, also to rechnung.onboarding@rewe-group.com.

Recipient e-mail addresses of your REWE customers

We have created a list of all participating customers for you.

You can use this customer list to find the e-mail addresses for sending invoices to your customer. The customer list can be downloaded by using the following link.

[kundenliste.xlsx \(live.com\)](#)

ATTENTION! We have specified the registered places of business in our customer list.

You can simply send your invoice, using the invoice address known to you, to your customer's e-mail address.

For orientation purposes, it is best to use the company names only (e.g. REWE Markt GmbH, toom Baumarkt GmbH, Penny-Markt GmbH , etc.), i.e. the company names to which you issue and send your invoice/credit note or reminder.

EXAMPLE: If you are sending an invoice/credit note or reminder to REWE Markt GmbH Zweigniederlassung Nord, then you can simply look up this company name in the customer list.

4. Organisational requirements

For the automated processing of your documents, please note the following:

Required invoice contents:

- 4.1. Please provide the information required by section 14 of the German Turnover Tax Act (Umsatzsteuergesetz - UStG)
- 4.2 Indicate the place of performance (e.g. shop address, object no., etc.)
- 4.3 Enter the 10-digit cost centre, the invoice recipient's GLN and merchandise recipient's GLN, which will be provided to you by your client on request.
You can also find the invoice recipient's GLN in the customer list.
- 4.4 The invoice date must be the date of actual document creation
- 4.5 Specify the delivery/service date or service period *from - to*
- 4.6 If the invoice has several pages, please indicate the final amount on the last page

File name recommendations:

Please name your attached files using the following keywords or similarly unique identifiers:

- **Invoice:** bill, invoice, IN, BL etc.
- **Credit note:** credit note, CN, etc.
- **Reminder:** reminder, payment reminder, warning etc.
- **Attachments:** appendix, attachment.

Please do NOT use the above keywords for invoices or credit notes in the file names of an **attachment!**

You can also find all the information, documents and FAQ's on our website:
<https://www.rewe-group.com/de/rechnungsstellung/>.