

Requirements for incoming invoices

According to the current law, §14 par. (4) in conjunction with § 14a par. (5) UstG, the incoming invoice must contain the following information:

- Full name and address of the supplying company and the recipient of the service
- Tax number or VAT identification number (USt-IdNr.)
In the case of a credit note, the tax number or VAT identification number of the supplying company must be stated and not that of the company issuing the credit note
- Date of issue of the invoice
- Consecutive invoice number
- Quantity and commercial description of the goods supplied or the type and scope of the service provided
- Date of delivery or service
- The remuneration broken down according to tax rates and exemptions.
- Reductions of the remuneration agreed in advance
- The rate of tax to be applied and the amount of tax due on the remuneration, in the case of tax exemption an indication of this
- If applicable, reference to the tax liability of the recipient of the service

In the case of agreements on bonuses, discounts and rebates, reference must be made to the relevant agreement in the invoice (§31 par. (1) UStDV).

According to Section 14.5 par. (19) UStAE, the following applies with regard to the scope of the reference:

1. Cash discounts: In the case of cash discount agreements it is sufficient to state, e.g. "3% discount for payment until / before..."
2. Bonuses and rebates: In the case of rebate and bonus agreements, a general reference to this is sufficient

The finance department of e-bility GmbH is responsible for the invoice processing of e-bility GmbH. We have digitalised our processes and thus reduced the use of paper. Furthermore the processing times for receipts are also shortened.

For this purpose, we have set up an e-mail box for **the receipt of invoices and credit notes:**
invoice@ebility.de

From now on, please send all invoices and credit notes as pdf files only to this mailbox. Please only send 1 invoice/credit note per pdf file.

If possible, please name the file with your company name, the invoice number and the invoice date.

We will only accept invoices via this e-mail box. This mailbox is reserved exclusively for incoming invoices.

Other communications / correspondence with the Finance Department should be sent to **buchhaltung@ebility.de**

Further details which must be mentioned on the invoice:

- Contact person for the goods or services invoiced.
- The order number transmitted to the supplier
- Bank account details incl. IBAN and SWIFT/BIC

Reference must be made to a maximum of one order per invoice issued (no multi-item invoices with different order numbers).

We reserve the right to return your invoice to you unprocessed if the above requirements are not met.

We hereby confirm that we have understood and implemented the above requirements.

Place, date

Company name

Name, function, signature