

## BEW Berliner Energie und Wärme AG Standard invoice requirements

The invoice requirements are applicable for below listed companies.  
Please read explanations carefully.

Invoice format requirements and invoice addresses:

BEW Berliner Energie und Wärme AG Company Code 6300 Postfach 11 02 45 10832 Berlin	BEW Solutions GmbH Company Code 6204 Postfach 11 02 45 10832 Berlin	Energy Crops GmbH Company Code 6030 Postfach 11 02 45 10832 Berlin
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Possible invoice channels:

- PDF-Invoices\*
- Paper invoices

\* PDF invoices will only be allowed, if you are registered to send PDF invoices.  
Please contact [servicedesk.fp.de@vattenfall.com](mailto:servicedesk.fp.de@vattenfall.com) for registration.

### Invoice data and requirements

Invoices need to contain the listed contents from invoice data below. Missing information can lead to the rejection of your invoice.

	Invoice data	Explanation
<b>1</b>	Full name and full legal address of the contractor of the services/goods	
<b>2</b>	Full name and full legal address of the receiving entity of the services/goods	Please see invoice addresses at the top
<b>3</b>	VAT number of contractor	
<b>4</b>	VAT number of the client	
<b>5</b>	Chamber of Commerce incl. registration number /trade register number	

<b>6</b>	Name of the document	Invoice, credit note or other title
<b>7</b>	Invoice number	Needs to be unique
<b>8</b>	Invoice date	
<b>9</b>	Delivery/service date	
<b>10</b>	Description/nature of the goods or services	
<b>11</b>	Quantity	
<b>12</b>	Unit of measure	
<b>13</b>	Invoice net, gross and VAT amount including VAT rate	VAT rate and amounts on line item level, if several line items are invoiced. If no VAT is charged, certain reference is mandatory
<b>14</b>	Currency	
<b>15</b>	Currency rate	If applicable If an invoice is issued in a foreign currency with local VAT, the currency rate is mandatory
<b>16</b>	Bank account or IBAN of the contractor	
<b>17</b>	In case of invoice corrections, credit notes: Reference to original invoice	
<b>18</b>	Company code/ reporting unit number	4 digit number or letter code, Please see invoice addresses at the top

<b>19</b>	Purchase order number	Only one purchase order number per invoice allowed
<b>20</b>	In case you have not received a Purchase order number:  Reference person including first name, last name <u>and</u> E-Mail address	
<b>21</b>	HS-Code (8-digit commodity code), member state of dispatch, region of destination (state), country of origin, mode of transport, net mass in kg, quantity, additional units of measurement (for external trade statistics)	Valid for supplies of material; for intra-Community supplies of goods
<b>22</b>	Documentary proof documents	If agreed in the contract, e.g. acceptance report, hours list etc.

Unless otherwise agreed in the relevant contract, the client is entitled to reject the invoice, if incompleteness or incorrectness of an invoice causes significant problems in assigning and/or checking the invoice.

The client assumes that the expediting date of the invoice is equal to the invoice date.

Collective invoices (invoices with multiple Purchase order numbers) will not be accepted.

Questions regarding submitted invoices can still be asked at Vattenfall Finance & Procurement Service Desk (hereinafter "Accounting department"):

**Germany:**

[servicedesk.fp.de@vattenfall.com](mailto:servicedesk.fp.de@vattenfall.com)

+49 211 5615 0139

The service numbers are usually available from Monday to Friday, between 8 am and 5 pm.

The client is entitled at any time to adjust this service, without raising any claims from the supplier side. The Accounting department is only entitled to provide information, not to modify or to give any binding interpretation of contractual arrangements. Therefore, the contractual arrangements take precedence over other utterances of Accounting department personnel in every case.