

Generally accepted accounting principles and available reasons for return in case of non-compliance

Invoices must be in accordance with all turnover tax requirements and contain all mandatory information required in accordance with section 14 and section 14a of the Turnover Tax Law. In order to be able to ensure that the invoice is processed smoothly and in time, additional contractual requirements regarding invoice information and annexes must be fulfilled. In some cases, additional or other information must be provided in the invoice for tax purposes (in an international context).

- Our SAP order number and/or reference to the contract
- Full name and full address of the recipient of the delivery/service
- Full name and full address of the company making the delivery and/or providing the service
- Date of invoice (date of issue)
- Invoice number (unequivocal and consecutive)
- Tax number or VAT ID number of the company providing delivery or service
- Amount of delivery/service and/or scope of performance
- Time of delivery/service
- VAT rate and amount (for domestic invoices)
- Net amount
- Gross invoice amount (for domestic invoices)
- Information on discount or bonus agreements
- Reference to order item
- Service entry sheet number and/or bills of delivery

In case not all of the above stipulated contents are included in an invoice, we shall be entitled to refuse acceptance of such invoice and return it to the issuer.

For information purposes we listed below reasons for the return of invoices based on the formal invoice verification:

- Missing order number
- Missing reference to order item
- Missing service entry sheet number
- Invoice higher than order value
- Price deviations
- Deviating payment schedules/payment terms
- Non-compliance with contractual agreements
- Missing or defective delivery/service
- Missing guaranty
- Missing acceptance certificate