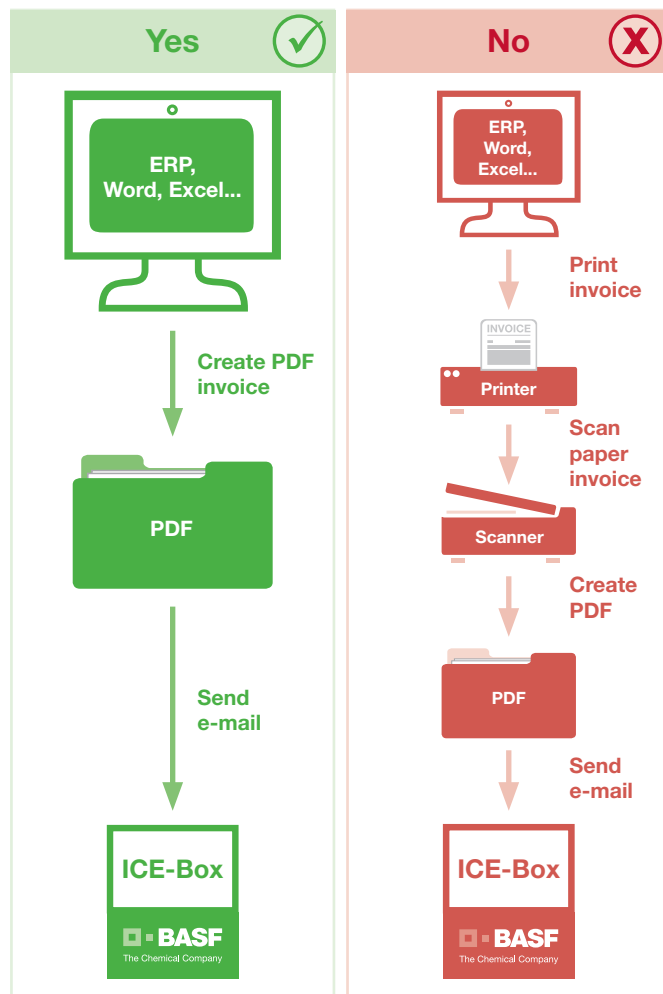


# Process for PDF invoices

Please create your PDF file directly from the original electronic document - **do not print and scan your invoice.**



# Invoice sample

Example of an invoice that matches BASF Quality Standards\*

Invoice		
<b>Invoice No.</b> AR018064	<b>Invoice Date</b> 17.02.2014	
<b>Billing Address</b> BASF xxxx ... c/o ... Entity 1234 ... Germany		
		<b>BASF Purchase Order No.:</b> 4912345678 <b>BASF VAT ID:</b> DE987654321
<hr/>		
<b>Net Total:</b> 1,804.18	<b>VAT: 19%</b> 342,79	<b>Total (currency):</b> 2,146.97 EUR
<hr/>		
<b>SWIFT/BIC:</b> BOFADE12		<b>Supplier VAT ID:</b> DE123456789
<b>Bank Account No.:</b> 12345678		
<b>IBAN:</b> DE12 BOFA 1650 5012 3456 78		

\* Quote any additional information needed to meet your local legal requirements.



## Quality Standards for Invoices

Invoices submitted via PDF and that meet BASF Quality Standards facilitate prompt processing and payment

Visit our website:



[www.basf.com/accounts payable/europe](http://www.basf.com/accounts payable/europe)

For questions regarding PDF invoices and quality standards please contact:



[invoice-quality@basf.com](mailto:invoice-quality@basf.com)

**BASF**  
We create chemistry

# Dear Vendor,

Optimized invoice handling means shorter processing times and thus faster payments. In this context invoice quality is a key factor to avoid manual effort and to allow a high degree of automation on both sides.

By implementing the quality standards described in this leaflet you can play an active part in improving invoice processing times.

Further on, submitting your invoices per PDF gives you a quick and cost-efficient method of providing your billing information.

**Please note that the method you choose to submit your invoices as well as the quality of the information provided on your invoices are an integral part of our vendor assessment.**

We thank you for your cooperation!

## Invoice quality requirements

To allow fast invoice processing and payment on time please make sure you send your invoice **without delay** after issue date. Furthermore your invoice must meet following **minimum requirements**:

- The correct BASF purchase order number is stated on the invoice
- The invoice refers to only one purchase order
- The billing address is identical to the billing address quoted on the purchase order
- The currency is stated in ISO code (e.g. EUR)
- The gross, net and tax amounts are stated on the invoice
- Your VAT ID, as well as the BASF VAT ID, are stated on the invoice
- The invoice details match the corresponding purchase order (price, order unit, delivery date, payment terms)
- Your bank account details are stated on the invoice
- Content is typed, not handwritten
- Ideally the invoice should have a white background to guarantee a good contrast

### Additional requirements for the exceptional case of an invoice without a Purchase Order

Enter **one** of the following 3 BASF-specific references additionally to the quality requirements on the invoice:

- E-mail of the requisitioner (e.g. sam.sample@basf.com)
- USERID of the requisitioner (e.g. USERID SampleS)
- Cost center of the requisitioner (e.g. cost center DM123456)

## Requirements for sending invoices in PDF format

In addition to the general requirements for invoices there are also requirements for the PDF document and the sending of this per e-mail.

Creating the document
Please do not send scanned documents - The PDF file should be created directly from the application (ERP, Excel, Word ...) via print function (preferably with Adobe Distiller)
Document conventions
<b>File type:</b> <ul style="list-style-type: none"><li>● Only documents with the format <i>.pdf</i> will be accepted and processed</li><li>● Do not use a password protection</li></ul>
<b>File name:</b> <ul style="list-style-type: none"><li>● No special characters ( \ / : * ? „ &lt; &gt;   )</li></ul>
<b>File size:</b> <ul style="list-style-type: none"><li>● Maximum 45,00 MB per PDF</li></ul>
<b>File content:</b> <ul style="list-style-type: none"><li>● Only one invoice per PDF file</li><li>● Invoices with more than one page should not be split into separate PDF documents</li></ul>
e-mail conventions
<b>Sending of invoices:</b> <ul style="list-style-type: none"><li>● Please send <u>only invoices / credit notes</u> to the appropriate ICE-e-mail address</li><li>● Each company has a unique e-mail address which can be found in the enclosed insert</li><li>● A maximum of 50 PDF documents with unique file names can be sent per e-mail</li></ul>