

## SUPPLIER KIT

### ePDF as the new Voith Invoicing Standard

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## Contact

Voith Group |  
J.M.Voith SE & Co. KG | VZS  
St. Pöltener Straße 43  
89522 Heidenheim, Deutschland  
Tel. + 49 7321 37-4593  
Fax + 49 7321 37-134593  
Joerg.Leppert@voith.com  
www.voith.com

Voith Group |  
J.M.Voith SE & Co. KG | VZS  
St. Pöltener Straße 43  
89522 Heidenheim, Deutschland  
Tel. + 49 7321 37-4471  
Fax + 49 7321 37-7279  
Dennis.Zimmer@voith.com  
www.voith.com

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# 1. Voith is moving to electronic invoicing

Digitalisation offers new opportunities and will change business processes in the medium term. We have set ourselves the task of simplifying invoicing and optimizing throughput times. Therefore we will gradually switch over to the electronic transmission of invoices in order to further simplify invoice transmission for our suppliers. We have decided to use Basware's portal solution, which can be used free of charge by our suppliers. This guide contains detailed instructions on how to send machine-readable PDF invoices to VOITH. If you follow these instructions, VOITH will receive PDF invoices as electronic invoices.

What advantages does this solution have for you?

- No need to print or insert envelopes
- Postal time not applicable
- Transmission or sending is **free of charge** for you
- Invoice filing and archiving can be done electronically
- There are no special infrastructure requirements for bills in ePDF format required
- Higher data quality → Reduction of queries → faster processing

If you have questions about sending PDF invoices to Voith, please do not hesitate to contact the following contacts

## Contact details

<b>VOITH</b>	Questions regarding invoice content	<a href="mailto:GBS_EMEA_Acc_support@voith.com">GBS_EMEA_Acc_support@voith.com</a>
<b>BASWARE</b>	technical Questions for Portal	<a href="https://basware.service-now.com/bw">https://basware.service-now.com/bw</a>

## Useful links

<b>PDF e-Invoice user guide</b>	User guide in English	<a href="https://basware.service-now.com/bw?id=bw_kb_article&amp;sys_id=82cbcca5db31d304394380ab0b961989">https://basware.service-now.com/bw?id=bw_kb_article&amp;sys_id=82cbcca5db31d304394380ab0b961989</a>
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## 2. Registration process

By using this free of charge PDF-service you can start sending e-invoices to VOITH. To get started you must register to the PDF e-Invoice service via Basware Portal. Watch this short [registration video](#) and activate the service:

### 2.1 Create an account

Open the registration link:

<https://portal.basware.com/open/PDFeInvoiceHeaderOnly>

On the service landing page, enter your email address and click Sign Up.

Choose a secure password and create the account. The service sends a confirmation message to your email address. The confirmation message is sent from <no.reply@basware.com> and could end up in your spam filter. Open the confirmation message to activate your account.

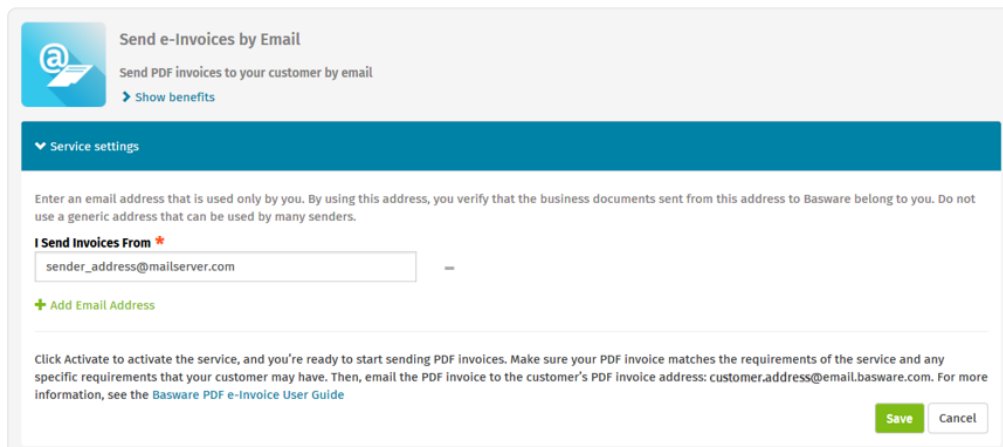
### 2.2 Fill in your company details

Now, you must fill in some details about your organization to activate the Basware PDF e-Invoice for Receiving -service. In the My Organization section, fill in your organization's details. You can enter your VAT number by selecting 'Add Organization Identifier' under Organization Identifiers. From the dropdown, please select the VAT and enter your Business Number.

### 2.3 Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF e-Invoices, click Add Email Address. You can only send invoices from the address(es) that you define here and authorized via the sent Link in the confirmation Email.

Invoices sent from other addresses will not be delivered to VOITH. You can add up to 200 email addresses here:



If you wish to add more email addresses later, please go to the Basware Portal

<https://portal.basware.com/cas/login?service=https%3A%2F%2Fportal.basware.com%2FprocessTicket%3FrequestedService%3Dhttps%3A%2F%2Fportal.basware.com%2F>

and login. Go to the tab 'Services' and click on the box named 'PDF e-Invoice'. Click on 'View details'. Next, go to section 'I send invoices from' and click on 'Add an email address' from which you will send invoices to VOITH.

## ATTENTION

From registration with Basware please only use the VOITH Email address mentioned on Page 8 for sending of the Invoices

## 3. Start sending PDF-invoices

For the service to work, the invoices that you send in must have the same layout as the first invoice. Because the invoices are read electronically, the content of each invoice must be in machine-readable text format - the invoices cannot be hand-written, scanned or contain the information in image format. Please make sure that your PDF-invoices are machine-readable and that they are sent to the correct VOITH email address for PDF-invoices (found in section A of this supplier kit).

### 3.1 Create a PDF-invoice

There are many ways you can create a PDF invoice:

- You can use your current accounting software, if it allows you to export invoices in machine-readable PDF format.
- You can use a word processing or spreadsheet software - for example, tools from the Microsoft Office, if it allows you to save documents in machine-readable PDF format:

File name: invoice22092017.xlsx

Save as type: Excel Workbook (\*.xlsx)

PDF\*(.pdf)

### 3.2 Attachment policy (e.g. for Report Sheet, Time Sheet)

If you attach invoice attachments to your email message, make sure that you follow the attachment policy of the service (this does not refer to the description of the invoice):

- You can only send attachments in PDF format. The service ignores all other attachment types.
- Name only the attachment so that it contains the word attachment, Anhang, Anlage, adjunto, annex, or liite. For example, attachment\_112233.pdf
- If you send multiple attachments, Basware recommends that you send only one invoice per each email.
- If you must send multiple PDF e-Invoices and attachments in a single mail, follow these guidelines:
  - Make sure that each attachment has the keyword attachment in their filename.
  - Make sure that each attachment is associated to a business document PDF:
    - Single business document PDF: each attachment is automatically linked to the business document PDF.
    - Multiple business document PDFs: attachments are linked to a business document PDF, if the filename of the attachments contains the filename (without the file extension) of the business document. For example, document1\_attachment.pdf will be linked to document1.pdf
  - The attachments are valid, if:
    - The email contains at least one business document PDF.
    - Each additional attachment is linked to a business document PDF.

More information about the attachment policy can be found [here](#).

### 3.3 Send the PDF-invoice

1. Using your standard email client, create a new email message.
2. Attach the PDF-invoice you have saved on your computer to the email message.
3. If you want to send invoice attachments to your Voith, attach them to the email. For instructions on how to name the attachments, see Attachment Policy.
4. Type VOITH's PDF-invoice address in the email receiver field. VOITH email addresses for PDF-invoices are found in section 4 of this supplier kit.
5. Send the email.

**ATTENTION**

The Basware PDF-Service delivers to Voith only PDF-Invoices that are sent from Email addresses that are registered to the Service. The Service will automatically reject Invoices that are sent from an unregistered Email address.

### 3.4 Invoice delivery

Basware sets up the conversion process when you send the first invoice into the service. For the service to work, the invoices that you send in must have the same layout as the first invoice.

Basware will notify you by email when the first email has been delivered to VOITH successfully. The first PDF-invoice can take a few business days to be mapped and delivered to VOITH. No further confirmation emails will be sent unless there are delivery problems with the invoices.

Please use Basware exclusively for sending Invoices. Please do not send any reminders, cash discount complaints, delivery notes or similar Documents to Basware. These will not get processed

**ATTENTION**

The payment terms noted on the invoice are not used for the calculation of the Payment Deadline.

We always use the terms of payment agreed with your from our order.



## 4. Voith email addresses

Nr.	Company Unit	Company VAT ID	Id	E-Invoice Address	E-Mail Address
1	ditis Systeme, eine Zweigniederlassung der JMV SE & Co. KG	DE326600016	9017	DE326600016	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
2	Voith Hydro GmbH & Co KG Division Small Hydro VHGE	ATU45323500	4021	ATU45323500	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
3	Voith Assekuranz Vermittlung GmbH	64003/02434	9011	64003/02434	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
4	Voith Composites SE & Co. KG	DE814984751	6011	DE814984751	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
5	J.M. Voith SE & Co. KG   VZS	DE183806108	5010	DE183806108	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
6	Voith Austria GmbH DSA	ATU14652204	6310	ATU14652204	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
7	J.M. Voith SE & Co. KG   DSG	DE183806108	9010	DE183806108	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
8	Voith Digital Solutions Holding GmbH	DE305014910	6000	DE305014910	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
9	Voith Financial Services GmbH	DE269882952	9016	DE269882952	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
10	Voith GmbH & Co. KGaA	DE114194819	0010	DE114194819	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
11	Voith Hydro GmbH & Co KG	ATU45323500	4020	ATU45323500	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
12	Voith Hydro GmbH & Co. KG	DE183806124	4011	DE183806124	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
13	Voith Hydro Holding GmbH & Co. KG	DE183806165	4010	DE183806165	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
14	Voith Austria GmbH VPFF Betriebsstätte Frankenmarkt	ATU14652204	0021	ATU14652204	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
15	J.M. Voith SE & Co. KG   VPEZ	DE183806108	0080	DE183806108	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
16	Voith Austria GmbH VZAT	ATU14652204	2020	ATU14652204	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
17	J.M. Voith SE & Co. KG   VPH	DE183806108	2011	DE183806108	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
18	Voith Paper Krieger GmbH & Co. KG	DE120822979	2200	DE120822979	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
19	Voith Austria GmbH VPRL Betriebsstätte Laakirchen	ATU14652204	0226	ATU14652204	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
20	Voith Austria GmbH VPRW Betriebsstätte Wimpassing	ATU14652204	0227	ATU14652204	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>

21	J.M. Voith SE & Co. KG   VPRR	DE183806108	2012	DE183806108	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
22	Voith Robotics GmbH	DE815762487	7011	DE815762487	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
23	J.M. Voith SE & Co. KG   VTBS	DE183806108	1228	DE183806108	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
24	J.M. Voith SE & Co. KG   VTA	DE183806108	1000	DE183806108	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
25	J.M. Voith SE & Co. KG   VTHL	DE183806108	1162	DE183806108	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
26	Voith Austria GmbH VTFK Betriebsstätte St. Georgen	ATU14652204	VTFK	ATU14652204	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
27	Voith Dienstleistungen und Grundstücks GmbH	DE174341337	9015	DE174341337	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
28	Voith Austria GmbH VTAS Betriebsstätte St. Georgen	ATU14652204	6310	ATU14652204	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>
29	Voith HySTech GmbH	DE366486340	2005	DE366486340	<a href="mailto:Voith-EMEA@email.basware.com">Voith-EMEA@email.basware.com</a>

**ATTENTION**

Please use the corresponding Voith Service recipient as the billing address for electronic Invoicing.  
Please do not send invoices via other channels after registering with Basware.

## 5. Mandatory content requirements for PDF-invoices

Please ensure that the following information is included in your PDF-invoice prior to your email being sent. If one mandatory field (M) is found empty, your invoice will be returned.

General Information	Field
Invoice number	M
Tax invoice/tax credit note (keyword that indicates if debit or credit invoice)	M
If credit note, reference to erroneous invoice	*
Doc Date (Invoice date)	M2
Due Date	*
Delivery Date / Date Of Delivery Month	M
Currency	M

Buyer Order Number (PO number)	*
Contract Number	*
Delivery Note Number	*
Delivery Note Date	*
<b>Voith Information</b>	
Full name of Voith company	M
Full address of the Voith company	M
Receiver VAT number of the Voith company	M
<b>Supplier Information</b>	
Full name of the sender (Supplier Name)	P (M)
Full address of the sender (Supplier Address)	P (M)
The VAT identification number or other appropriate business identification number of the supplier	P (M)
IBAN (bank account in IBAN format)	*
Sender Bank Account (local format)	*
Payment Terms	*
Voith Supplier Number	*
<b>Summary</b>	
Net amount (VAT excluded)	M
Gross amount (VAT included) <sup>2</sup>	M
VAT rates applied	M
Break-down of the taxable amount (excluding VAT) per VAT rate or exemption	*
Break-down of the VAT amount per VAT rate or exemption	*
Total VAT amount payable (total VAT amount)	M
P	Populated from the information supplier provides when registering into the service.
M	Mandatory. The invoice is rejected to the sender by e-mail, if the field is found empty.
M1	Mandatory. The invoice is rejected to the sender by email, if both of these fields are found empty.
M2	Mandatory. The invoice is rejected to the sender by email, if the date is not a valid calendar date.
*	Captured if this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format.
<sup>2</sup>	If Gross amount does not equal Net amount + Total VAT amount (+ Freight), the invoice is rejected to the sender.

**ATTENTION**

Please send as soon as possible any changes in the legal form, change of name or bank details in a separate document to our postal address for the attention of 'Master Data Management / Department aem'

## 6. Invoice validation and rejections

Typical scenarios where the PDF-invoice is being rejected:

- The PDF invoice file is not machine-readable.
- The email invoice was sent from an un-registered email address.
- A mandatory field does not have content.
- The name of the attachment file does not include one of the following words: attachment/anlage/adjunto/annex/liite
- Calculation of material is not correct (Price \* Quantity +/- additional costs is not the position amount)

Basware will notify by email if the invoice cannot be delivered.

**ATTENTION**

For rejected invoices, Basware sends an e-mail to the e-mail sender address you have registered in the portal. Please regularly monitor your mailbox that these invoices have not been sent to Voith.

A no-reply e-mail address can only be used if it can be monitored, and please make sure that the e-mail notifications do not end up in your SPAM folder.

Comments on Basware's video: Currently we are not able to provide the information mentioned in the video with the invoice status regarding the payment.

Voith Group |  
J.M.Voith SE & Co. KG | VZS  
St. Pöltener Straße 43  
89522 Heidenheim, Deutschland  
Tel. + 49 7321 37-4593  
Fax + 49 7321 37-134593  
Joerg.Leppert@voith.com  
www.voith.com