



## Submission of electronic invoices to the General Administration of the Max-Planck-Gesellschaft



### What will change?

With immediate effect the General Administration of the Max-Planck-Gesellschaft (MPG) will accept **invoices only if they are received via mail in PDF format**. Printed invoices will not be accepted any longer. This enables faster processing and payment of the invoice and ensures that invoices are not lost along the way.

To ensure effective and correct processing of your invoices, the MPG kindly asks you to consider the following information when submitting your invoices. In case of non-compliance the invoices cannot be accepted.

Thank you.

### Important information

Please do no longer send invoices in paper form to the MPG.

Please only use the **PDF or PDF/A formats** for your invoices.

If available, please always state the order number in the invoice.

Please submit **one invoice per email only**, i.e. each email contains the invoice (one document) and – if applicable – supporting documents, that can be connected to the invoice (one or several documents). Documents may be longer than one page each. The file name of the invoice can be chosen freely, however the supporting documents' names need the prefix "AN" or "AT".

Please **do not** refer to **more than one order** in **each individual invoice**. However, for each order more than one (partial) invoice may be submitted.

Please **do not submit scanned paper invoices as a PDF file**. Those invoices cannot be processed.

Please use a **conclusive email address** when sending the invoices (usually a non-personalised email address).

### To whom do I send the PDF invoice?

Going forward please send each of your invoices **in PDF format** to:  
[invoice-gv@gv.mpg.de](mailto:invoice-gv@gv.mpg.de)

Please send exactly one invoice – and all its supporting documents – per email. Note that the emails' subject line as well as the email text may be chosen freely as they are not taken into account during the processing of the invoice. The email address may be used solely for the submission of invoices, credit notes and requests for payment.

### What will stay the same?

Your PDF invoice meets the same requirements and contains the same information as any past invoice. In this regard it is equal to an invoice in paper form. Section 14 of the German Turnover Tax Regulation (UStG) is to be adhered to. Your business relationship with the MPG will not change in any other regard.

### Invoice address

Max-Planck-Gesellschaft zur Förderung der Wissenschaften e.V.  
Generalverwaltung  
Zentraler Rechnungseingang  
Hofgartenstr. 8  
80539 München

### What happens to supporting documents?

Invoice supporting documents may be sent as **attachment to the email** containing the PDF invoice. Please observe the following conditions:

- Supporting documents (attachments) must be **attached to the email separately from the invoice**, either as one or as several documents.
- The accepted file types for email invoice supporting documents are the **PDF or PDF/A format**.
- The **file names** of supporting documents must begin with **"AN"** or **"AT"**. Example: Attachment = AT54321.PDF
- **All emails** sent to the above-mentioned email address must be **unencrypted** and not contain files that are secured by password.

### Mandatory invoice details

All mandatory information according to Section 14 of the German Turnover Tax Regulation (UStG) apply, notably:

- VAT No. or tax ID
- Receipt date
- Invoice number
- Creditor's/vendor's address
- Bank account information
- Period of performance
- Tax rate
- Tax amount
- Net amount
- Gross amount
- Order number
- PSP element, if made available

### Where can I find additional information?

You can find additional information and contact information on our website:

<https://www.mpg.de/e-rechnung>

We will gladly support you during the adaptation of this process.