

Deutsche Bahn AG

Information about electronic invoicing

Stand: 29.03.2019

Please note the following information about sending an electronic invoice or credit note. Deutsche Bahn companies, that do not participate in electronic invoicing are listed on page 2.

E-Mail

- Please send your invoice, credit note or dunning letter to the following e-mail address: e-invoicing@deutschebahn.com
- Your e-mail address (sender) must be able to receive replies.
- The e-mail is not encrypted and contains no digital signature.
- Each e-mail can only contain one PDF file.
- The total size of the e-mail (incl. the pdf file) cannot exceed 20 MB.
- The text in the e-mail will not be processed. All relevant information are included in the PDF file.
- Invoices with DB Taxi-/Hotel vouchers cannot be sent via e-mail. These vouchers always need to be send as an original by mail.

PDF file attachments

- The PDF document was created as a direct print from your program. Scanned invoices are not accepted.
- The following types of documents can be e-mailed as an unencrypted PDF file:
 - Invoice
 - Credit note
 - Dunning letter (including invoice copies)
- Only one invoice, credit note or dunning letter is accepted per email.
- All pages, appendices and additional information to the invoice are included in the one PDF file.
- The first page of the document contains the invoice, credit note or dunning letter.
- The name of the PDF file cannot contain any special characters, e.g. (|“<>?*/ :|).

Invoices as ZUGFeRD attachment

- Invoices in ZUGFeRD format must be in in the Standard Version 1.0.
- The ZUGFeRD profile used is: „EXTENDED“
- Invoice attachments are provided as an attached PDF document.
- The following limitation for the PDF attachment apply:
 - Accepted are only attachment in PDF format
 - A Maximum of 5 PDF attachments can be processed
 - The attached PDF files do not contain additional attachments

List of Deutsche Bahn companies in Germany without electronic invoicing:

No.	Deutsche Bahn companies
01	DB Schenker Gesellschaften
02	AMEROPA-REISEN GmbH
03	DB Cargo BTT GmbH
04	Deutsche Bahn Connect GmbH
05	DB Fuhrparkservice GmbH
06	DB Verwaltungsgesellschaft WBN mbH
07	Deutsche Bahn Digital Ventures GmbH
08	Deutsche TRANSFESA GmbH Internationale Eisenbahn-Spezial-Transporte
09	DVA Deutsche Verkehrs-Assekuranz-Vermittlungs-GmbH
10	infraView GmbH
11	KombiTerminal Burghausen GmbH
12	MegaHub Lehrte Betreibergesellschaft mbH
13	QT Mobilitätsservice GmbH
14	Regionalverkehre Start Deutschland GmbH
15	Station Food GmbH
16	Unterstützungskasse der Firma H.M. Gehrckens Gesellschaft mit beschränkter Haftung
17	Verkehrsgesellschaft Start Augsburg mbH
18	Verkehrsgesellschaft Start Emscher-Münsterland mbH
19	Verkehrsgesellschaft Start Niedersachsen mbH
20	Verkehrsgesellschaft Start NRW mbH
21	Verkehrsgesellschaft Start Ostsachsen mbH
22	Verkehrsgesellschaft Start Unterelbe mbH

Electronically received invoices, credit notes or dunning letters for these Deutsche Bahn companies cannot be processed and will be rejected.