

Deutsche Bahn AG

Information about electronic invoicing

Stand: 31.08.2019

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	DB Verwaltungsgesellschaft WBN mbH
05	Deutsche Bahn Digital Ventures GmbH
06	Deutsche TRANSFESA GmbH Internationale Eisenbahn-Spezial-Transporte
07	DVA Deutsche Verkehrs-Assekuranz-Vermittlungs-GmbH
08	infraView GmbH
09	KombiTerminal Burghausen GmbH
10	MegaHub Lehrte Betreibergesellschaft mbH
11	QT Mobilitätsservice GmbH
12	Regionalverkehre Start Deutschland GmbH
13	Station Food GmbH
14	Unterstützungskasse der Firma H.M. Gehrckens Gesellschaft mit beschränkter Haftung
15	Verkehrsgesellschaft Start Augsburg mbH
16	Verkehrsgesellschaft Start Emscher-Münsterland mbH
17	Verkehrsgesellschaft Start Niedersachsen mbH
18	Verkehrsgesellschaft Start NRW mbH
19	Verkehrsgesellschaft Start Ostsachsen mbH
20	Verkehrsgesellschaft Start Unterelbe mbH

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