



Supplier information: Invoicing process at Dr. Ing. h. c. F. Porsche AG

An optimised invoice processing process shortens the processing time of your invoice and allows you to pay your invoice amount in accordance with the contract. The invoice quality is decisive for achieving a high degree of automation and at the same time guarantees a reduction of manual effort on both sides.

Preface

Dear Business Partners,

At Porsche, we constantly strive to enhance our services and to improve both quality and efficiency in invoice processing. In order to ensure the most efficient and quickest settlement of your invoice we kindly ask for your support and cooperation. The following tabs provide you with a comprehensive overview of the different options and prerequisites for submitting corresponding invoice documents to Dr. Ing. h. c. F. Porsche AG. Ensuring invoice quality in combination with selecting an adequate transmission channel contributes significantly to efficient processing and the timely settlement of your invoice.

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Substantive requirements for invoice documents at Dr. Ing. h. c. F. Porsche AG

We made every reasonable effort to assure that the following information is correct and accurate the time of its release. Please keep in mind that applicable legislations are subject to continuous change. The information provided on this page is in no way a substitute for tax advice. We do not assume liability for the correctness and completeness of the information.

We kindly ask you to treat the following content confidentially. Passing information to third parties as well as other forms of publication are strictly prohibited.

Fiscal requirements

In order to ensure compliance with German tax law and the requirements for domestic input tax deduction (Germany), the mandatory information of Section 14, p. 4 UStG (German Value Added Tax Act) have to be ensured for German invoices including German VAT.

VAT-related mandatory information

- » Full name and address of business partner and Dr. Ing. h. c. F. Porsche AG, *
- » VAT ID or tax number of business partner and Dr. Ing. h. c. F. Porsche AG, **
- » Date of invoice / issue,
- » Invoice number (consecutive and unique),
- » Quantity and type (commercial designation) of the delivery or scope and type of other services,
- » Delivery / performance date (day or period),
- » The remuneration broken down according to tax rates and individual tax exemptions as well as any reduction in the remuneration agreed in advance, unless this has already been taken into account in the remuneration,
- » The applicable tax rate and the tax amount due on the remuneration or, in case of a tax exemption, the indication of the reason for tax exemption.

* The full name and valid invoice address of Dr. Ing. h. c. F. Porsche AG is:

Dr. Ing. h. c. F. Porsche AG
Porscheplatz 1
70435 Stuttgart

Addressing correspondence to employees of Dr. Ing. h. c. F. Porsche AG personally is strictly prohibited (attn. Max Mustermann). Please include corresponding information in the subject line.

If you have any further questions about proper and orderly invoicing, please contact your tax advisor.

VAT-related mandatory information (EU country / third country)

Please take into account that the mandatory information listed above have to be supplemented with country-specific, local mandatory information for the country of interest (EU country / third country), if applicable. Note that these might deviate from the above requirements according to §14 p. 4 UStG. If you have any further questions about proper and orderly invoicing, please contact your tax advisor.

VAT registrations

Please find a comprehensive list of all valid VAT identification numbers of Dr. Ing. h. c. F. Porsche AG in the following:

Country		VAT-ID
Deutschland	DE	147799625
Belgien	BE	0670595147
Frankreich	FR	75817880644
Großbritannien	GB	253556888
Italien	IT	00185729993
Niederlande	NL	800996069B01
Österreich	AT	U57551811
Portugal	PT	980564026
Schweden	SE	502070031501
Schweiz	CH	E-398.193.349
Slowakei	SK	4020117123
Slowenien	SI	37005499
Spanien	ES	N0046421D
Tschechien	CZ	683981739
Ungarn	HU	26919221

As of 30 November 2020

Invoice documents **including foreign VAT** still need to be **submitted physically (paper form)** to the invoice address mentioned above. This applies to both, invoice documents issued to one of the above foreign VAT IDs of Dr. Ing. h.c. F. Porsche AG as well as invoice documents issued to the German VAT ID of Dr. Ing. h.c. F. Porsche AG in the absence of a foreign VAT registration.

Requirements from tax withholding for construction work

As service recipient of **domestic construction work**, Dr. Ing. H. c. F. Porsche AG is legally obliged to withhold taxes equal to 15% of the consideration. The amount withheld is paid to the tax office responsible for the corresponding supplier – this procedure is regulated by Sections 48 – 48d of the German Income Tax Act (EStG).

Tax withholding may be waived if you provide Dr. Ing. H. c. F. Porsche AG with a valid certificate of exemption on a regular basis pursuant to Section 48b German Income Tax Act (Contact: Stammdatenmanagement_Finanz@porsche.de; see tab 'Master data'). This certificate of exemption is provided by the tax office and stored electronically in a database at the Federal Central Tax Office (BZSt).

Porsche-specific requirements for invoice documents with order reference

In addition to the fiscal prerequisites above, the following requirements have to be considered for invoice documents with order reference, i.e. an existing order or delivery schedule number.

Requirements:

- » Specification of the corresponding order document (order or delivery schedule number),
- » Specification of the order item,
- » Specification of your supplier number,
- » Individual receipts for the invoice should be listed in the appendix.

Restrictions:

- » Handwritten information on invoice documents is not permitted,
- » Invoicing of max. one order and one delivery note per invoice,
- » A maximum of 5 invoice items on one invoice document, *
- » Flat rates have to be broken down per product or service type. **

At Porsche, **deviations in quantity and price** are handled by means of a credit note procedure. Please do not send any corresponding documents to Dr. Ing. h. c. F. Porsche AG. In case of any questions related to specific quantity differences, please contact our logistics department. In case of any questions related to specific price differences, please get in touch with the requesting department or the responsible procurement division, as applicable.

* Only applies to invoice documents related to production material.

** Flat rates need to be broken down per product or service type, i.e. flat fees may not consist of several services (e.g. conference flat rate consisting of rental and entertainment costs). As a result, flat fees are required to be stated and settled individually per type (e.g. lump sum for rent, flat rate for hospitality).

Porsche-specific requirements for invoice documents without order reference

In addition to the fiscal prerequisites above, the following requirements have to be considered for invoice documents without order reference, i.e. without order or delivery schedule number.

- » A maximum of 5 invoice items on one invoice document,
- » Specification of the email address of the requesting Porsche employee (e.g. max.muster@porsche.de), *
- » Indication of the department abbreviation of the requesting Porsche employee (e.g. VPV5, PLZ12), *
- » Indication of your supplier number (if known),
- » Individual receipts for the invoice should be listed in the appendix,
- » Flat rates have to be broken down per product or service type, **
- » Handwritten information on invoice documents is not permitted,
- » Indication of the supplier's current bank details.

* Additional information should be included in the subject line.

** Flat rates need to be broken down per product or service type, i.e. flat fees may not consist of several services (e.g. conference flat rate consisting of rental and entertainment costs). As a result, flat fees are required to be stated and settled individually per type (e.g. lump sum for rent, flat rate for hospitality).

Porsche-specific requirements related to freight invoicing

In addition to the fiscal prerequisites above, the following requirements have to be considered for invoice documents related to freight.

- » Invoice documents related to contracts have to contain the corresponding order release number,
- » Invoice documents related to an individual order have to be issued in accordance with the corresponding order items,
- » Invoice documents related to new vehicles have to include details regarding transport direction and final destination as well as the vehicle identification number.
- » Transactions including tax-exempt and taxable proportions have to be invoiced separately for each tax type and rate.
- » All invoice positions should be listed clearly and separated from each other. Flat rates are not accepted.
- » If certain invoice positions are calculated based actual disbursements, these items have to be documented and substantiated accordingly.
- » For invoice documents related to import transactions, a proof of delivery (acknowledged by the recipient) should be attached.
- » For invoice documents related to export transactions, a specification of the export order number and Dr. Ing. h. c. F. Porsche AG's HU* number are mandatory.
- » For invoice documents issued in foreign currencies, ** a specification of the corresponding EURO exchange rate is required.

Note: The addition "*FRO2 - Freight billing*" is permitted in the invoice address for freight invoices only.

* Handling Unit.

** Invoice positions which are not stated in EURO.

Required attachments for invoice documents related to freight services

The transport of new vehicles via air or sea requires the following attachments to the invoice document:

- » AirWayBill (for air freight),
- » SeaWayBill (for sea freight),
- » Commercial invoice,
- » Specification of chassis / vehicle identification number for all new vehicles.

The transport of new vehicles by truck or rail requires the following attachments to the invoice document:

- » Specification of chassis / vehicle identification number for all new vehicles,
- » Specification of transport direction, performance date and, if applicable, final destination of the vehicle.

The transport of series or after-sales volumes via air or sea requires the following attachments to the invoice document:

- » AirWayBill (for air freight),
- » SeaWayBill (for sea freight).

Invoice documents related to special freight trips require the following attachments:

- » Attachments of the client,
- » Order for the special trip / freight service,
- » Waybill / shipping order.

For freight services related to the transport of new vehicles by truck or rail and depending on the destination, the application of the credit memo procedure (ERS) should be sought. Please feel free to contact our freight department in order to enquire whether the procedure applies to particular destinations of relevance.

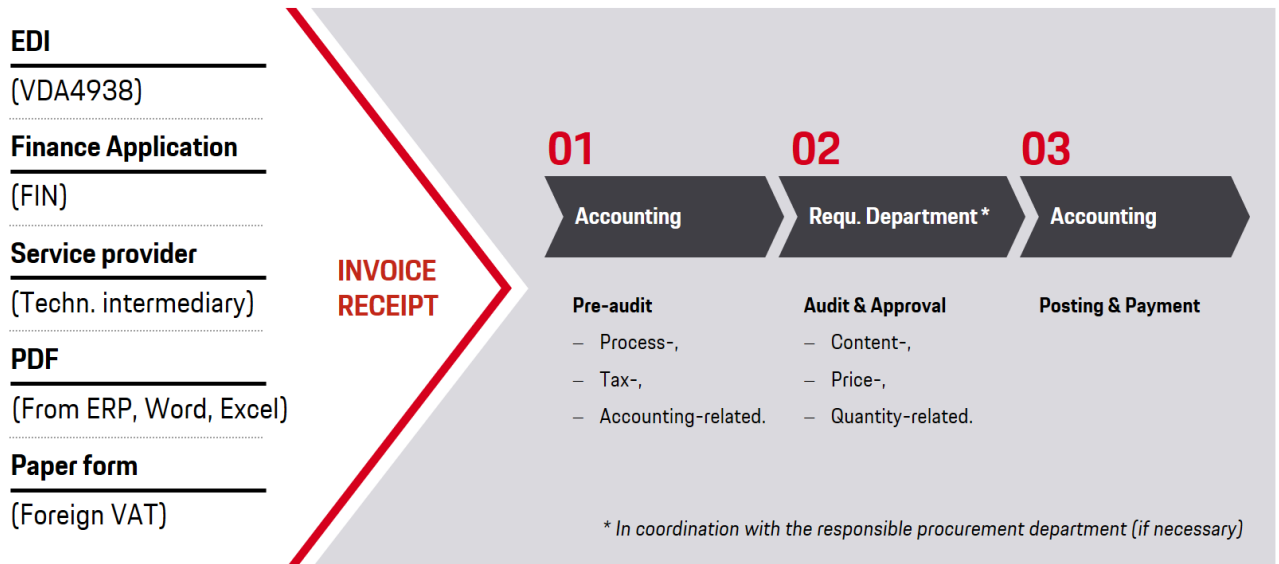
Porsche-specific requirements related to invoicing construction work

In addition to the fiscal prerequisites above, the following requirements have to be considered for invoice documents related to construction work.

Based on the conditions of purchase for construction work at Dr. Ing. h. c. F. Porsche AG, the contractor is obliged to ensure the security of contractual performance, reimbursement of overpayments, contractual penalties as well as indemnity and recourse claims immediately after the conclusion of the contract. Otherwise, Dr. Ing. h. c. F. Porsche AG may be entitled to withhold invoices that become due - in full if necessary - until the agreed security sum has been reached. Please find further information and corresponding documents on this topic [here](#).

Alternative invoice channels at Dr. Ing. h. c. F. Porsche AG

The following chart depicts the different possibilities of submitting invoice documents to Porsche:



In order to achieve a swift and efficient process, invoice documents addressed to Dr. Ing. h. c. F. Porsche AG should always be submitted electronically. When transmitting your invoices to Dr. Ing. h. c. F. Porsche AG, please select the most efficient one from the input channels below. Naturally, only one input channel should be used in order to avoid any form of duplication. The following invoice channels are available:

Production materials:

- » EDI (VDA4938)

Non-production materials (i.e. products / services that are not directly related to the vehicle):

- » FIN
- » Service provider (acts as intermediary between supplier and Porsche)
- » PDF (from ERP/Excel/Word/...)
- » EDI (VDA4938) *

Freight services:

- » Dial-up connection (German: Rechnungs-DFÜ)
- » PDF (from ERP/Excel/Word/...)
- » Paper form (in exceptional cases only)

Invoice documents including foreign VAT:

- » Paper form (due to VAT refund reasons)

Deviations from the requirements and possible invoice channels listed above have to be aligned with the responsible accountant and the EDI team.

- * Please make sure to consider the information and restrictions of the preceding and following sections.

EDI (Electronic Data Interchange)

The receipt of invoices via electronic data exchange (EDI) is the preferred alternative at Porsche. The abbreviation "EDI" stands for "Electronic Data Interchange", i.e. the electronic exchange of structured data in a standardized format. Data records are transmitted via an OFTP2 interface and a corresponding converter. Porsche accepts EDI invoices in the format VDA4938 only. For invoices related to production material, Porsche adheres to the VDA standard and has no additional or specific requirements for the data set. For invoices related to non-production material, individual adjustments are possible and sometimes even necessary. In this case, please contact the EDI team to clarify the options.

For further information on the VDA format VDA4938, please refer to the [VDA website](#).

EDI-billing is particularly useful for large invoice volumes.

For establishing a general EDI connection to Dr. Ing. h. c. F. Porsche AG, please contact the following teams:

EDI Plant (German: EDI-Werk)

Coordination and clarification whether and how an EDI connection could be established

- » Creation of the supplier in SAP Pxx and / or other relevant systems
- » Requirement OFTP2 data sheet and certificate from the supplier
- » Submitting the Porsche data sheet and certificate (DIP) to the supplier
- » Forwarding the process to the Porsche OFTP2 team

Contact:

EDI Plant Zuffenhausen: edi-werk-zuffenhausen@porsche.de

EDI Plant Ludwigsburg: edi-werk-ludwigsburg@porsche.de

EDI Plant Sachsenheim: edi-werk-sachsenheim@porsche.de

EDI Plant Leipzig: edi-werk-leipzig@porsche.de

EDI Team

Review process of Porsche's EDI channel

- » Testing of EDI invoice files
- » Final acceptance and release of the EDI connection

Contact: edi-rechnungswesen@porsche.de

Note: During the testing phase, Porsche works without a specified test connection, i.e. your test files are transferred into productive operation by our EDI team.

Please find further information and notes related to this topic in our EDI guide.

Advantages of EDI-invoicing

- + Swift and safe exchange of electronic invoice data
- + Cost savings (paper, printing, postage, ...)
- + Reduced administrative effort
- + Improved tracking ability

Finance application (FIN) on the Group Business Platform (VW Group Supply)

The Finance application FIN on the Group Business Platform enables suppliers to exchange financial data (invoice, payment advice, ...) with Dr. Ing. h. c. F. Porsche AG electronically.

The finance application offers you the following alternatives:

- » Submitting invoice documents,
- » Overview of submitted invoices, *
- » Access to the process status of submitted invoices,
- » Contact details of corresponding support centers,
- » Payment information.

- * Please note that the financial data of corresponding invoice documents will appear in the Finance application not earlier than 4 - 6 days subsequent to the receipt of the invoice in our A/P department.

Invoicing via FIN is beneficial for all suppliers of non-production material with medium to high invoice volumes.

Invoicing via FIN is beneficial for all suppliers of production material (consultation with the responsible accountant and the EDI team is necessary) with low to medium invoice volumes. Please note: In case of production material, all item data have to be entered in FIN.

In order to register on the Group Business Platform, please follow the link www.vwgroupsupply.com and select the item "Register as a partner":

If you have any questions related to your registration, please forward your company name and DUNS number to the following email address: b2bteam@vwgroupsupply.com.

Once the registration on the Group Business Platform is complete, please reach out to the Dr. Ing. h. c. F. Porsche AG support team, which provides you with the corresponding authorization role for the financial application. Please also provide your company name and your DUNS number here.

Contact: edi-rechnungswesen@porsche.de.

Further instructions for invoicing on the platform are provided on the financial application (FIN) page in your user manual.

Advantages of invoicing by means of the Finance application (FIN) on the Group Business Platform

- + Swift and safe exchange of electronic invoice data
- + Cost savings (paper, printing, postage, ...)

Service provider

There is also the option of submitting invoices to Dr. Ing. h. c. F. Porsche AG via a service provider. The service provider converts your invoice documents into the format requested by Porsche and transfers them to Porsche. The format requested by Porsche is VDA4938.

Invoicing via service provider is beneficial for all suppliers with small to medium invoice volumes.

Please note: In case of production material, all item data have to be provided by the service provider.

Porsche is currently working with the following service provider(s):

Basware GmbH www.basware.de

Applying for a connection via the service provider is permitted on behalf of the supplier only. Hence, you are welcome to contact the service provider directly.

Please note: When making use of this channel the tax original of the invoice equals the invoice file of the service provider.

Advantages of invoicing via a service provider

- + Swift and safe exchange of invoice data
- + Reduced administrative effort

PDF invoicing

Besides saving paper and costs, submitting invoice documents via PDF ensures swift transmission and supports us in optimizing the processing times for your invoice.

Please note that only system-generated PDF files (created from ERP, Word, Excel, etc.) allow for further processing. Scanned invoices do not represent original invoice documents and cannot be captured correctly (i.e. processed automatically).

Below you will find our requirements for PDF invoices. Your PDF invoice has to be submitted to the email address provided in our requirements. Sending invoices to employees' email addresses is not permitted and will result in your invoice not being accepted and processed. **Please note that sensitive data or data with special security requirements are strictly permitted on PDF invoice documents.** If such data types are generally required on your invoice documents due to the deliveries or services provided by your entity, invoicing via PDF is expressly precluded and an alternative input channel needs to be selected.

Please note: Encrypted files will not be processed.

Advantages of PDF invoicing

- + Swift and safe exchange of digital invoice data
- + Cost savings (paper, printing, postage, ...)
- + Reduced administrative effort

Invoicing freight services

Dial-up connection (German: Rechnungs-DFÜ)

For the settlement of freight invoices in connection with series and after-sales volumes as well as special freight trips, invoices must be submitted to Porsche via EDI (German: DFÜ). In order to connect the EDI (German: DFÜ), please find the following manual.

For freight services related to the transport of new vehicles by truck or rail and depending on the destination, the application of the credit memo procedure (ERS) should be sought. Please feel free to contact our freight department in order to enquire whether the procedure applies to particular destinations of relevance.

Paper form (special freight cases)

For items with complex condition structures, we prefer the submission of a paper bill addressed to Dr. Ing. h. c. F. Porsche AG.

Chargeback

The following documents (in paper form or as PDF) have to be submitted when calculating back to a debit for EDI freight invoices:

- » A new invoice,
- » A copy of our charge,
- » Receipts that support the new billing.

Processing status of my invoice (FIN)

Please find an overview of your outstanding invoices and their corresponding approval status on the Finance application (FIN) by selecting the document number of interest below section "Bookings".

The following table provides further information and details related to the different processing status in line with the corresponding contact person / department at Dr. Ing. h. c. F. Porsche AG. Please note that the financial data of corresponding invoice documents will appear in the Finance application (FIN) not earlier than 4 - 6 days subsequent to the receipt of the invoice in our A/P department. Furthermore, we kindly ask you to take account for a process time of approximately 21 days.

Processing status	Explanation	Contact person
Accounting review pending	Our Accounting department reviews the invoice. Different process-, tax-, and accounting-related audits are going on.	Contact person Accounting (please refer to the contact information on the corresponding order).
Invoice release pending	The approval of your invoice is still pending. Potentially, the posting of corresponding goods or service receipts is currently pending.	Contact person requesting department (please refer to the contact information on the corresponding order).
Price-related audits pending	There are price-related deviations to our order. The procurement department is checking the deviations..	Contact person requesting department (depending on the scope of goods and services, possibly including the procurement department as well) (please refer to the contact information on the corresponding order).
Payment pending	Your invoice will be settled within the next payment run (by taking into account the corresponding due date).	Contact person Accounting (please refer to the contact information on the corresponding order).
Settled	Payment related to this invoice has been released. Please check your account.	-
Rejected	Your invoice does not meet legal requirements or Porsche-specific instructions requirements or has been rejected by the requesting department. You have received a letter of rejection.	Contact person Accounting (please refer to the contact information on the corresponding order) <u>Please check our letter of rejection.</u>

Master data

Valid and complete master data in our system are an essential prerequisite for processing and settling your invoices. In the event of a change to your company data, please make sure to submit corresponding adjustments to Dr. Ing. h. c. F. Porsche AG by means of an official letter including letterhead (company name, address, VAT ID).

Generally, please make sure to indicate your VAT ID since our suppliers are identified by means of this ID. If you do not hold a VAT ID, please provide your tax number.

Bank master data are subject to a separate and individual check prior to the initial payment.

Please make sure to inform us about the following changes as described above:

- » Change of company name and / or VAT ID (change of name, merger, etc.),
- » Change of address (move, etc.),
- » Change of bank details.

(Please note: An EDI connection allows the storage of one bank account only).

In line with the process for changes outlined above, please also submit the following information to Dr. Ing. h. c. F. Porsche AG:

- » Email address for the electronic dispatch of payment advices,
- » Contact details (email address, telephone and / or fax number).

Contact: Stammdatenmanagement_Finanz@porsche.de

Contact person

If the right contact person for a particular matter or corresponding contact details are unknown, please find this information in our order documents (see examples below).

Receipt of invoice

For questions related to the receipt of invoices, please reach out to our EDI-team.

Contact: edi-rechnungswesen@porsche.de

Accounting department

If you need further details on a particular invoice, please refer to corresponding information on our portal ([FIN](#)).

The responsible accounting clerk should be contacted only if the information on our portal ([FIN](#)) is insufficient. Corresponding contact details can be found on the following sample order / delivery schedule excerpt:

Lieferplannummer / Datum	
[REDACTED] / 11.04.2019	
Ansprechpartner Einkauf / Zeichen	
Hr. [REDACTED] / [REDACTED]	
Telefonnummer	Faxnummer
0711911 [REDACTED]	
Ansprechpartner Buchhaltung	
Frau [REDACTED]	
Telefonnummer	Faxnummer
0711911 [REDACTED]	
Lieferantennummer: [REDACTED]	
Änderungsdatum: 03.12.2019	
Rechnungsanschrift: Dr.Ing. h.c. F. Porsche AG FFR Kreditorenbuchhaltung Porscheplatz 1 D-70435 Stuttgart	

Requesting department

If you have any questions related to invoice items that are currently being reviewed and approved in the requesting department, please get in touch directly with the responsible contact person from the corresponding department. Depending on the scope of delivery / service, queries about possible price deviations can be made here as well (in this case an internal alignment with the procurement department will take place). Corresponding contact details can be found on the following sample order / delivery schedule excerpt (sometimes also in the order text (usually item 10)):

Pos.	Material	Bestellmenge	Einheit	Bezeichnung	Preis pro Einheit
00010	Anpassung Roboter				
		15	Tage	Nettopreis	EUR pro 1 Tage
Inhalt und Leistungen gemäß Angebot vom 07.09.2020					
Anforderer: Herr Tel.: 0711/911-					

Procurement department

Depending on the scope of delivery / service, queries about possible price deviations can be placed here (in this case an internal alignment with the requesting department will take place). Corresponding contact details can be found on the following sample order / delivery schedule excerpt.

Lieferplannummer / Datum	
/ 11.04.2019	
Ansprechpartner Einkauf / Zeichen	
Hr. /	
Telefonnummer	Faxnummer
0711911	
Ansprechpartner Buchhaltung	
Frau	
Telefonnummer	Faxnummer
0711911	
Lieferantenummer:	
Änderungsdatum: 03.12.2019	
Rechnungsanschrift: Dr.Ing. h.c. F. Porsche AG FFR Kreditorenbuchhaltung Porscheplatz 1 D-70435 Stuttgart	

Master data

In the event of a change to your company data, please make sure to submit corresponding adjustments to Dr. Ing. h. c. F. Porsche AG by means of an official letter including a letterhead (company name, address, VAT ID).

Contact: Stammdatenmanagement_Finanz@porsche.de

Frequently asked questions (FAQ)

Q: What are the general payment terms at Dr. Ing. h. c. F. Porsche AG?

A: The standard payment target is 30 days net after receipt of the invoice by Dr. Ing. h. c. F. Porsche AG (scan date / date of electronic invoice receipt).

Q: Where can I see my outstanding accounts?

A: You can find an overview of all outstanding invoices and their processing status on the Finance application (FIN) under "Postings" by clicking on the relevant document number.

Q: What is the current processing status of my invoice?

A: You can find the current processing status of your invoice on the Finance application (FIN) under "Postings" by clicking on the relevant document number.

Q: When will my invoice be settled?

A: In principle, your invoice will be settled within the agreed payment terms. In case of a delay, there could be several reasons for this, e.g. a pending approval of the requesting department or price-related reviews. You can find an overview of all outstanding invoices and their processing status on the Finance application (FIN) under "Postings" by clicking on the relevant document number.

Q: How do I change my bank details?

A: Please make sure to submit corresponding adjustments to Dr. Ing. h. c. F. Porsche AG by means of an official letter including letterhead (company name, address, VAT ID).

Contact: Stammdatenmanagement_Finanz@porsche.de

Q: What do I have to do in case of changes to our company name (address, VAT ID, etc.)?

A: Please make sure to submit corresponding adjustments to Dr. Ing. h. c. F. Porsche AG by means of an official letter including letterhead (company name, address, VAT ID).

Contact: Stammdatenmanagement_Finanz@porsche.de

Closing remarks

We hope that the information provided here will assist you in your daily business with Dr. Ing. h. c. F. Porsche AG. Please support us in optimizing existing processes. If you need any information, please do not hesitate to get in touch with the contact person mentioned above.