



# Digital invoices at MAN

Information Package

# Why is it worth sending digital invoices to MAN?

As a sender of the digital invoice, you benefit from the following advantages:



## Flexibility

Your employees can access digital invoices from anywhere and at any time.  
Digital invoices are better protected against unauthorized access than paper invoices.



## Cost savings

Digital invoices reduce business expenses related to materials (paper, ink, postage), storage (rental, electricity) and handling costs.



## Time savings

Your invoice will be delivered to MAN on the same day, which has a direct impact on the payment deadline.  
Invoice comes to the right place and can be processed smoothly and immediately.



## Cash flow improvement

Electronic structured data format enables automatic invoice processing and speeds up the payment process.



## Gentle on the environment



## CONTACT & QUESTIONS

Our employees are always available for you.

Contact us at:

[invoice\\_verification@man.eu](mailto:invoice_verification@man.eu)

[info.e-invoice@man.eu](mailto:info.e-invoice@man.eu)



# Why is it worth sending digital invoices to MAN?

## Savings potential for invoice senders



### Cost

Printing, enveloping  
and shipping  
approx. \*3,90 €



Archiving  
approx. \*1,40 €



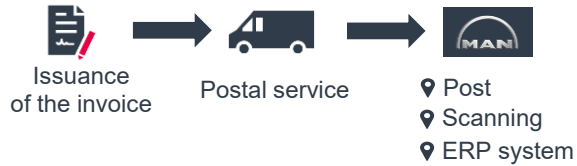
Savings per  
electronic invoice  
**\*€5.30**

\*Billentis E-Invoicing Business Case



### Time

#### PAPER INVOICE



#### ELECTRONIC INVOICE



### Ecological footprint

CO<sub>2</sub> emissions per paper invoice  
214 g

Number of paper invoices at MAN in 2021  
740 000

Total CO<sub>2</sub> emissions  
158 360 000 grams = 158.36 tonnes



#### Comparison to passenger cars

CO<sub>2</sub> emissions per passenger kilometre  
156 g

CO<sub>2</sub> emissions of paper invoices  
correspond to 1735 trips  
from Munich to Berlin

**4.5 times less CO<sub>2</sub> emissions  
for electronic invoices**



## CONTACT & QUESTIONS

Our employees are always available for you.






Contact us at:

[invoice\\_verification@man.eu](mailto:invoice_verification@man.eu)

[info.e-invoice@man.eu](mailto:info.e-invoice@man.eu)



# How can MAN receive and process your digital invoices?

<p><b>Electronic formats with structured data sets that can be processed directly by MAN at no cost per invoice</b></p>	<p>Do I receive delivery schedules via EDI? Do I deliver production material?</p>	<p>Do I send invoices in the XRechnung format to the authorities?</p>	<p>Do I send ZUGFeRD invoices to the authorities?</p>
	<p><b>UN/EDIFACT</b></p>	<p><b>XRechnung</b></p>	<p><b>ZUGFeRD</b></p>
<p> <b>FORMAT</b></p>	<ul style="list-style-type: none"> <li>• EDIFACT - <b>VDA4938/VDA4983 format</b></li> <li>• OFTP2 connection is required</li> </ul>	<ul style="list-style-type: none"> <li>• Structured dataset in <b>XML format</b></li> <li>• Compliant with EN 16931</li> </ul>	<ul style="list-style-type: none"> <li>• ZUGFeRD = <b>PDF/A-3 format</b> with embedded <b>XML file</b></li> <li>• Compliant with EN 16931)</li> </ul>
<p> <b>TRANSMISSION</b></p>	<ul style="list-style-type: none"> <li>• The VDA data record is generated by you and transmitted to MAN via the OFTP2 protocol with the agreed virtual file name.</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices will be sent to the e-mail address provided by MAN.</li> <li>• Transmission via your provider possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices will be sent to the e-mail address provided by MAN.</li> <li>• Transmission via your provider possible.</li> </ul>
<p> <b>COST</b></p>	<ul style="list-style-type: none"> <li>• Connection costs depending on your ERP system or provider</li> <li>• No transaction costs</li> </ul>	<ul style="list-style-type: none"> <li>• Connection costs depending on your ERP system or provider</li> <li>• No transaction costs</li> </ul>	<ul style="list-style-type: none"> <li>• Connection costs depending on your ERP system or provider</li> <li>• No transaction costs</li> </ul>
<p> <b>CONNECTION</b></p>	<ul style="list-style-type: none"> <li>• Creation of the OFTP2 connection</li> <li>• Data mapping</li> <li>• Testing phase</li> <li>• Production and live operation</li> </ul>	<ul style="list-style-type: none"> <li>• Data mapping</li> <li>• Testing phase</li> <li>• Production and live operation</li> </ul>	<ul style="list-style-type: none"> <li>• Data mapping</li> <li>• Testing phase</li> <li>• Production and live operation</li> </ul>
<p> <b>LEARN MORE</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">Starter Pack</a></li> <li>• <a href="#">Supplier</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Welcome to FeRD</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Welcome to FeRD</a></li> </ul>



## CONTACT & QUESTIONS

Our employees are always available for you.












Contact us at:

[invoice\\_verification@man.eu](mailto:invoice_verification@man.eu)

[info.e-invoice@man.eu](mailto:info.e-invoice@man.eu)



# How can MAN receive and process your digital invoices?

<b>Transmission of the invoice via MAN provider – Unifiedpost</b>	 Do I issue multiple invoices? Don't I have a provider? Do I attach any other documents to the invoice?	 Do I issue few invoices? Can I only create PDFs?	 Do I have a provider who can transmit invoices via PEPPOL?
			 <span style="color: red; font-weight: bold; transform: rotate(-15deg); display: inline-block;">In pilot phase</span>
 <b>FORMAT</b>	<ul style="list-style-type: none"> <li>• <b>Any format</b> is accepted (paper, PDF, XML, EDIFACT)</li> </ul>	<ul style="list-style-type: none"> <li>• PDF format</li> </ul>	<ul style="list-style-type: none"> <li>• PEPPOL format (XML format)</li> </ul>
 <b>TRANSMISSION</b>	<ul style="list-style-type: none"> <li>• Invoice will be sent by you by e-mail to the Unifiedpost network.</li> <li>• The data is converted by Unifiedpost into the format we require and transmitted to MAN.</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice can be created manually or prepared by uploading a previously created PDF file using data recognition technology (OCR).</li> <li>• It is important to check the accuracy and completeness of the data before shipping.</li> </ul>	<ul style="list-style-type: none"> <li>• Invoice is sent to your access point at PEPPOL and collected by MAN via the provider Unifiedpost (MAN Access Point).</li> <li>• The prerequisite is to have a provider who can send invoices via PEPPOL.</li> </ul>
 <b>COST</b>	<ul style="list-style-type: none"> <li>• Connection costs</li> <li>• Annual basic fee</li> <li>• Transaction costs per document</li> </ul>	<ul style="list-style-type: none"> <li>• Subscription: Free, Premium and Optimum possible</li> </ul>	<ul style="list-style-type: none"> <li>• Connection costs and transaction costs dependent from your provider</li> </ul>
 <b>CONNECTION</b>	<ul style="list-style-type: none"> <li>• Contract with Unifiedpost</li> <li>• Registration with Unifiedpost</li> <li>• Testing phase</li> <li>• Production and live operation</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of the pre-filled data incl. VAT ID and commercial register number</li> <li>• Production and live operation</li> </ul>	<ul style="list-style-type: none"> <li>• Data mapping</li> <li>• testing phase</li> <li>• Production and live operation</li> </ul>
 <b>LEARN MORE</b>	<ul style="list-style-type: none"> <li>• <a href="#">Unifiedpost</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">MAN suppliers   Banqup</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PEPPOL</a></li> </ul>



## CONTACT & QUESTIONS

Our employees are always available for you.

Contact us at:

[invoice\\_verification@man.eu](mailto:invoice_verification@man.eu)

[info.e-invoice@man.eu](mailto:info.e-invoice@man.eu)



