



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

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 €



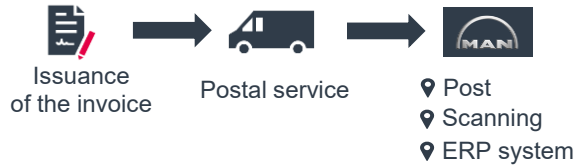
Savings per
electronic invoice
***€5.30**

*Billentis E-Invoicing Business Case



Time

PAPER INVOICE



ELECTRONIC INVOICE



Ecological footprint

CO₂ emissions per paper invoice
214 g

Number of paper invoices at MAN in 2021
740 000

Total CO₂ emissions
158 360 000 grams = 158.36 tonnes



Comparison to passenger cars

CO₂ emissions per passenger kilometre
156 g

CO₂ emissions of paper invoices
correspond to **1735** trips
from Munich to Berlin

**4.5 times less CO₂ emissions
for electronic invoices**











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How can MAN receive and process your digital invoices?

Electronic formats with structured data sets that can be processed directly by MAN at no cost per invoice	 Do I receive delivery schedules via EDI? Do I deliver production material?	 Do I send invoices in the XRechnung format to the authorities?	 Do I send ZUGFeRD invoices to the authorities?
	UN/EDIFACT	XRechnung	ZUGFeRD
 FORMAT	<ul style="list-style-type: none"> • EDIFACT - VDA4938/VDA4983 format • OFTP2 connection is required 	<ul style="list-style-type: none"> • Structured dataset in XML format • Compliant with EN 16931 	<ul style="list-style-type: none"> • ZUGFeRD = PDF/A-3 format with embedded XML file • Compliant with EN16931
 TRANSMISSION	<ul style="list-style-type: none"> • The VDA data record is generated by you and transmitted to MAN via the OFTP2 protocol with the agreed virtual file name. 	<ul style="list-style-type: none"> • Invoices will be sent to the e-mail address provided by MAN. • Transmission via your provider possible. 	<ul style="list-style-type: none"> • Invoices will be sent to the e-mail address provided by MAN. • Transmission via your provider possible.
 COST	<ul style="list-style-type: none"> • Connection costs depending on your ERP system or provider • No transaction costs 	<ul style="list-style-type: none"> • Connection costs depending on your ERP system or provider • No transaction costs 	<ul style="list-style-type: none"> • Connection costs depending on your ERP system or provider • No transaction costs
 CONNECTION	<ul style="list-style-type: none"> • Creation of the OFTP2 connection • Data mapping • Testing phase • Production and live operation 	<ul style="list-style-type: none"> • Data mapping • Testing phase • Production and live operation 	<ul style="list-style-type: none"> • Data mapping • Testing phase • Production and live operation
 LEARN MORE	<ul style="list-style-type: none"> • Starter Pack • Supplier 	<ul style="list-style-type: none"> • Xstandards • ZUGFeRD_XRechnung.zip 	<ul style="list-style-type: none"> • Welcome to FeRD • ZUGFeRD_XRechnung.zip



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How can MAN receive and process your digital invoices?

Additional transmission options	 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?	 Do I have a provider who can transmit invoices via PEPPOL?
			
 FORMAT	<ul style="list-style-type: none"> • Any format is accepted (paper, PDF, XML, EDIFACT) 	<ul style="list-style-type: none"> • PDF is accepted 	<ul style="list-style-type: none"> • PEPPOL-Format <ul style="list-style-type: none"> - Peppol BIS Billing UBL Invoice V3 - XRechnung UBL Invoice V3.0
 TRANSMISSION	<ul style="list-style-type: none"> • Invoice will be sent by you by e-mail to the Unifiedpost network. • The data is converted by Unifiedpost into the format we require and transmitted to MAN. 	<ul style="list-style-type: none"> • Invoice can be created manually or prepared by uploading a previously created PDF file using data recognition technology (OCR). • It is important to check the accuracy and completeness of the data before shipping. 	<ul style="list-style-type: none"> • Invoice is sent to your access point at PEPPOL and collected by MAN via the provider Unifiedpost (MAN Access Point). • The prerequisite is to have a provider who can send invoices via PEPPOL.
 COST	<ul style="list-style-type: none"> • Connection costs • Annual basic fee • Transaction costs per document 	<ul style="list-style-type: none"> • Subscription: Free, Premium and Optimum possible 	<ul style="list-style-type: none"> • Connection costs and transaction costs dependent from your provider
 CONNECTION	<ul style="list-style-type: none"> • Contract with Unifiedpost • Registration with Unifiedpost • Testing phase • Production and live operation 	<ul style="list-style-type: none"> • Confirmation of the pre-filled data incl. VAT ID and commercial register number • Production and live operation 	<ul style="list-style-type: none"> • Data mapping • testing phase • Production and live operation
 LEARN MORE	<ul style="list-style-type: none"> • Unifiedpost 	<ul style="list-style-type: none"> • MAN suppliers Banqup • BANQUP Info.pdf 	<ul style="list-style-type: none"> • PEPPOL



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