

Notes on sending paper- based invoices to Allianz SE

Even after introduction of SAP Ariba, if you continue to insist on paper-based shipping of invoices, please note the following:

- Send your paper invoices immediately to the following new address:

<Name of alliance company>
Accounts Payable
Dieselstr. 8
85774 Unterfoehring
Germany

- Please always quote the name of the Allianz company as listed in the commercial register.
- The following scenarios will lead to non-processing of the invoice:
 - No PO number or wrong PO number on invoice
 - No contract number or wrong contract number on invoice

Other requirements are summarized in the list below.

- On this communication channel only invoices, credit memos, reminders and delivery notes are accepted. All other documents will not be processed.
- If your master data changes, please communicate this directly to your internal contact person and not via this communication channel. Such notes on invoice documents are not processed.
- If you send invoices by PDF, please send them to the following group post office: GPK-D-RWA-AZD-DE-PO-INVOICE@Allianz.de.
 - Only in PDF format.
 - Several attachments allowed.
 - Maximum of 8 MB total size.

Information on account

The following information must be stated on an invoice so that it can be accepted according to the legal requirements:

1. Your complete company name & address
2. Our complete company name & address
3. Invoice / Reference number
4. Invoice Date
5. Date of service provision
6. Correct order or contract number (s)
7. Quantity and type of goods / service
8. Net amounts separated by tax rate
9. Applicable tax rate
10. Performance Date
11. Period of performance
12. Terms of Payment
13. Your tax or VAT ID
14. Our tax ID (only for reverse charge)
15. Your complete bank details