



To whom it may concern,

As part of the ongoing digitalization of our internal business processes and in order to comply with the German law requirements, we have migrated to the **xSuite electronic invoice** process. From now on, all invoices and credit notes should be sent as PDFs exclusively to this address:

rechnungseingang@hfg-offenbach.de

By eliminating paper invoices, we actively contribute to environmental sustainability, we streamline our processes and we shorten the processing time of incoming invoices. To ensure that your invoices will be quickly and optimally processed, we kindly ask you to follow the guidelines below:

- Your invoice must comply with all legal requirements according to §14 of the German Value Added Tax Act
- Please list the tax number of the Hochschule für Gestaltung: **DE232878186** and your VAT or business tax number
- The name and/or e-mail of your HfG contact and, if known, the purchase order number should be listed
- Please include a detailed **description** of the service or goods provided along with the **date** of fulfilment
- Please include your full bank details (bank name & address, IBAN, account nr., BIC/Swift)
- The cost centre (in format of: KST 1234) or the internal order (in format of: AUF 12345678) must be listed. Ask your HfG contact for this info.
- Please address the invoice / credit note to:
Hochschule für Gestaltung Offenbach
Finance Department
Schlossstraße 31, 63065 Offenbach am Main
- The email subject should be = the invoice number
- Please send **one** email per invoice in **PDF format** (Excel, Word etc. won't be processed)
- The PDF document must not be password protected and should be min. 300 dpi, max. 10 MB
- The only acceptable formats are portrait and landscape
- The first page of the PDF document should contain the invoice
- Please do not send any advertising, promotional, marketing info or any other non-invoice relevant attachments

If your accounting system is already able to create invoices in the new XInvoice format, please send them to this address instead:

xrechnung@hfg-offenbach.de

If you have any questions regarding the above, please do not hesitate to contact us. Please send your questions to: bestellung@hfg-offenbach.de

Kind regards,

HfG Finance Department