



Deutsche Bank Group – Invoice Compliance Requirements

Invoice Compliance Requirements

A vendor record must be created prior to invoice submission.

For details regarding the vendor record creation process, please visit the [Deutsche Bank Vendor Portal](#).

1	Invoice on Company Letterhead	Ensure invoice contains the following: <ul style="list-style-type: none"> • Company name • Postal address • Contact telephone number
2	Invoice Date	It cannot be future dated or back dated more than 365 calendar days.
3	Invoice Number	There is a maximum limit of 16 characters; if longer, the last 16 will be used. Do not use special characters or previously used invoice numbers.
4	Purchase Order (PO) Number	Provide the PO number on the invoice.
5	Deutsche Bank Legal Entity	Include the correct Deutsche Bank Legal Entity, corresponding address, and DB VAT ID (where applicable). For PO invoices, the legal entity must match what is on the PO.
6	Item Description, Unit Quantity and Unit Price	Must match the details of the corresponding PO, if applicable.
7	Total Amount Due and Currency	The invoice currency must match the currency on the issued PO. Include taxable and non-taxable amounts with tax breakdown. Do not include prior charges/late payment fees. For invoices issued to the UK, Australia, and Singapore that include tax, the tax amount must be stated in the local currency (GBP, AUD, or SGD), in addition to the invoice's foreign currency. For Australia and Singapore, the applicable tax exchange rate must also be shown (e.g., 1 EUR = 1.625 AUD; 1 USD = 1.2681 SGD).
8	Tax ID and Details	Where applicable, include your tax ID (e.g., VAT/GST) and show the tax amount % on the invoice.
9	Service and Delivery Date	In some regions (Germany, Japan, and India), service start and end date or delivery date may be required. Include the applicable date(s) on the invoice.

If an exemption has been granted to submit an invoice without a PO, the following must be provided:

- A Vendor ID included on the invoice.
- The correct Deutsche Bank Business contact (name and email).

Email Invoice Submission Guidelines

Acceptable

- One Invoice per attachment which includes all required documents:
 - Invoice
 - Coversheet (or any additional information)
- If email contains multiple attachments, each attachment will be treated as a separate invoice record.
- Overall email size (with attachments) must not exceed 22MB
- High resolution and clearly legible
- Format Types:



Not Acceptable

- Any content entered in the body of the email (including PO IDs, DB contact, etc.)
- Multiple POs per attachment
- Any non-invoice attachments without an invoice or credit note
- Password protected or encrypted files
- Handwritten, blurred, or illegible documents
- Format Types (such as):

