

Information Sheet: Invoicing via e-invoice for small and medium invoice volumes
(not suitable for series suppliers and spare parts suppliers)

When invoicing via e-invoice, invoices can be sent to a central Porsche AG email address. As of 01/01/2025, the **central mailbox** for e-invoices to Porsche AG is:
invoice@porsche.de

All invoices to Porsche AG (excluding subsidiaries) must be addressed as follows:

Dr. Ing. h.c. F. PorscheAG
Kreditorenbuchhaltung
Porscheplatz 1
70435 Stuttgart

In the address field, **no internal Porsche contact person** and **no department abbreviation** may be included. The purchase order number must be stated on the invoice. If no purchase order number exists, the Porsche email address of the purchaser/requester must be stated here.

If the following requirements are met, Porsche AG can accept e-invoices:

- Preferred standards: "XRechnung" and "ZUGFeRD" as of version 2.0.1, excluding the MINIMUM and BASIC-WL profiles (subject to legal changes)
- Only one attachment (XML or PDF) can be processed per email
- Please state the invoice number and your vendor number (if available) in the email subject
- Submitting or forwarding to the mailbox of Porsche employees remains prohibited for tax law reasons
- The total size of the email including the attachment must not exceed 50 MB
- The email must be unencrypted and should not be digitally signed
- Text in the email body is not processed
- Please do not send the same invoice document multiple times without being asked
- Invoice-supporting documents and invoice attachments (e.g., timesheets, activity reports, etc.) must be embedded in the XRechnung or ZUGFeRD file
- Please note that sensitive data or data with special security requirements is not permitted on e-invoice documents and must be submitted via another channel

In addition, for ZUGFeRD and X invoices we expect the following information in the fields specified below:

Invoices with purchase order reference

Requirement	EN 16931-BT	ZUGFeRD/Factor-X (CII) – recommended mapping	Mandatory
Purchase order / delivery schedule number	BT-18 (Invoiced object identifier / „Objektkennung“)	ApplicableHeaderTradeAgreement/SpecifiedProcurementProject/BuyerAssignedID (Objekt-/Projekt-ID) oder Verwendung als zusätzlicher Referenzbeleg: ApplicableHeaderTradeAgreement/AdditionalReferencedDocument -> TypeCode z. B. 130 („Invoicing data sheet“) / 916 („Related document“), ID = Referenz	mandatory
Purchase order line item number	BT-132 (LineID)	IncludedSupplyChainTradeLineItem/SpecifiedLineTradeAgreement/BuyerOrderReferencedDocument/LineID	mandatory
Supplier number (Party ID)	BT-29 (Seller identifier)	ApplicableHeaderTradeAgreement/SellerTradeParty/ID (+ optional @schemeID für ICD)	optional
Delivery note number	BT-128 (Dispatch/Delivery note ref.)	Kopf: ApplicableHeaderTradeDelivery/DespatchAdviceReferencedDocument/IssuerAssignedID • Position: IncludedSupplyChainTradeLineItem/SpecifiedLineTradeDelivery/DeliveryNoteReferencedDocument/IssuerAssignedID	optional
Service entry sheet no.	BT-17 (Tender/Lot/sonst. Referenz)	As an additional reference document: ApplicableHeaderTradeAgreement/AdditionalReferencedDocument with ID = SES no., TypeCode 916 (Supporting document).	optional
Partial invoice / billing status	BT-3 (Invoice Type Code)	ExchangedDocument/TypeCode — e.g. 326 (partial invoice), 380 (invoice), 381 (credit note), 384 (invoice correction)	optional

Tool location / project	BT-122 (Supporting doc. ref. / Project)	Project reference: ApplicableHeaderTradeAgreement/SpecifiedProcurementProject/Name or ID. Alternatively as AdditionalReferencedDocument (BT-122) with ID/TypeCode.	
Individual receipts (attachment)	—	ApplicableHeaderTradeAgreement/AdditionalReferencedDocument/AttachmentBinaryObject (MIME-typisiert)	optional

Invoices without purchase order reference

Requirement	EN 16931-BT	ZUGFeRD/Factor-X (CII) – recommended mapping	
Email address of Porsche employee (buyer contact)	BT-10 (Buyer reference) oder BG-9/BT-58 (Buyer contact email) je nach Auslegung	BT-10 als Routen-/Referenzfeld: ApplicableHeaderTradeAgreement/BuyerReference (häufig Pflicht, bei B2G = Leitweg-ID; im B2B kundenspezifisch). Alternativ/ergänzend E-Mail im Käufer-Kontakt: BuyerTradeParty/DefinedTradeContact/EmailURIID.	optional
Department abbreviation	BT-10	ApplicableHeaderTradeAgreement/BuyerReference (free reference value, e.g. cost center/department)	optional
Supplier number	BT-29	SellerTradeParty/ID (+ @schemelD für ICD, falls genutzt)	optional
Bank details	BT-84 / BT-85 (+ ggf. BT-86 BIC)	ApplicableHeaderTradeSettlement/SpecifiedTradeSettlementPaymentMeans/PayeePartyCreditorFinancialAccount/IBANID (BT-84), AccountName (BT-85), optional BICID (BT-86)	optional
Flat-rate items, separated by type (line item prices)	BT-126–BT-131	Je Position: AssociatedDocumentLineDocument/LineID (BT-126 Rechnungspositions-ID), SpecifiedLineTradeAgreement/GrossPriceProductTradePrice & NetPriceProductTradePrice (BT-146/147) sowie LineTotalAmount (BT-131) — die BT-126–131 sind in CII positionsseitig abgebildet.	optional
Individual receipts (attachment)	—	AdditionalReferencedDocument/AttachmentBinaryObject (Kopf)	optional

Freight invoices

Requirement	EN 16931-BT/BG	ZUGFeRD/Factor-X (CII) – recommended mapping	
Call-off / purchase order number	BT-18 oder BT-13 (wenn echte Bestellung)	ApplicableHeaderTradeAgreement/BuyerOrderReferencedDocument/IssuerAssignedID (BT-13) oder SpecifiedProcurementProject/BuyerAssignedID (BT-18 / Objektkennung) je nach Prozessbezug	mandatory
Line-item billing	BT-126–BT-131	Per line item as above: line item ID, unit prices, totals	mandatory
Transport direction / final destination	BT-70 / BT-71 (Lieferinfo)	ApplicableHeaderTradeDelivery/ShipToTradeParty/PostalTradeAddress (final destination) and period via BG-14 (InvoicingPeriod); if required, add free-text details at line/header level	mandatory
Vehicle identification number (VIN)	BT-127 (Line note)	Pro Position: IncludedSupplyChainTradeLineItem/IncludedNote/Content (VIN als positionsbezogene Sachinfo) oder SpecifiedTradeProduct/Description	optional
Tax-exempt / taxable portions	BG-23 / BT-110 ff. (VAT breakdown)	Kopf-Steueraufschlüsselung: ApplicableHeaderTradeSettlement/SpecifiedTradeSettlementHeaderMonetarySummation + ApplicableHeaderTradeSettlement/ApplicableTradeTax (CII-Binding für BG-23, inkl. BT-116–BT-121)	optional
Foreign exchange rate	BT-6 (VAT accounting currency code)	ApplicableHeaderTradeSettlement/TaxCurrencyCode und (sofern Kurs angegeben) ApplicableHeaderTradeSettlement/SpecifiedTradeSettlementExchangeRate	optional
AWB / B/L (evidence)	(Anhang)	AdditionalReferencedDocument mit AttachmentBinaryObject (AWB, B/L als PDF/TIF), TypeCode 916	

Construction services / construction withholding tax (§§ 48–48d German Income Tax Act (EStG))

Requirement	EN 16931	ZUGFeRD/Factor-X (CII) – recommended mapping	
Construction service clearly identified	BT-127 (positionsbezogene Beschreibung/Note)	Per line item: IncludedSupplyChainTradeLineItem/IncludedNote/Content or SpecifiedTradeProduct/Description — clear identification (e.g. "Construction service §48 EStG")	optional
Service period	BT-70 (Delivery/period)	Header billing period via ApplicableHeaderTradeDelivery/SpecifiedSupplyChainEvent/OccurrenceDateTime or EN-compliant via BG-14 (InvoicingPeriod: start BT-73 / end BT-74)	optional
Partial invoice / retention	BT-3 / BT-17	Partial invoice: ExchangedDocument/TypeCode = 326 • Retention / references: AdditionalReferencedDocument (BT-17) with TypeCode (e.g. 916) and explanatory name/ReferenceTypeCode	optional
Exemption certificate § 48b	BT-10 (Referenz)	ApplicableHeaderTradeAgreement/BuyerReference oder zusätzlich als AdditionalReferencedDocument (ID = Nr., TypeCode 916)	optional

Important note:

You can find the detailed content requirements for each invoice type at the following link:

[Inhaltliche Anforderung an Eingangsrechnungen bei der Dr. Ing. h.c. F. Porsche AG - Porsche Newsroom DEU.](#)

If you are considering issuing invoices via e-invoice, please contact the EDI team to ensure smooth processing:

Kontakt: edi-rechnungswesen@porsche.de

We look forward to a good working relationship.