Volkswagen Sachsen GmbH

How to Submit Invoices

Invoices can only be submitted by post or electronically.
Sending PDF invoices directly via email to Volkswagen Sachsen GmbH is not possible for tax reasons.
Please use one of the following electronic transmission methods:

Finance Application "FIN"
Submission via the finance application (FIN) on the Group Business Platform www.vwgroupsupply.com.
A web form is available there for electronic invoicing. You can manually enter your invoice data and upload your invoice file as an attachment (PDF document). Use of the finance application is free of charge and is the fastest and easiest solution.

To register, please contact the mailbox: B2Bteam@vwgroupsupply.com , including your supplier number and DUNS.

Service Providers:
Submit your invoices in cooperation with our service providers **Unifiedpost** or **Basware**.

- **Unifiedpost**

Documents can be sent as PDF or in EN16931 format (ZUGFeRD, XML).
This service is free of charge.
More information about Unifiedpost can be found at: www.unifiedpostgroup.com.
To register, please contact the mailbox: elektronische.finanzdaten.vws.r.zwi@volkswagen.de , including your supplier number.

- **Basware**

To register, please contact the service provider BASWARE directly at:
https://www.basware.com/de/anmeldung or open a ticket via the following link:
https://basware.service-now.com/bw?id=bw_csm_index.
The costs for the connection and document transmission are not covered by Volkswagen Sachsen GmbH.

EDIFACT Messages According to VDA Recommendation:
Use of the EDI format VDA 4938 (Global Invoice). This standard was developed in cooperation with the German Association of the Automotive Industry (VDA) and enables the transmission of invoice documents in an EDI data set. Please refer to the corresponding EDI guidelines: https://www.vwgroupsupply.com/one-kbp-pub/media/shared_media/documents_1/electronic_data_interchange/edi_guidelines/edi_message_guides_finance/vda_4938___invoices_global_invoic/vda4938_invoic~1.pdf

For further questions, please contact your responsible account manager in accounting or the following mailbox:
elektronische.finanzdaten.vws.r.zwi@volkswagen.de

Thank you.