



You drive, we care.



The DKV invoice.

**Practical. Functional.
Customer-friendly.**



The big advantages of the DKV invoice

- » Clear **invoice sorting**
- » Lots of **detailed information**
- » Highest **security** from the latest copy protection
- » **Quick**, need-actuated **invoice dispatch**
- » Great customer benefit from **Fleet Report**
- » Practical **invoice linking to DKV Maps**

Functions, components and services



The DKV invoice*:

Designed for convenience

- » Practical design
- » Complies with tax legislation
- » More detailed information



The copy invoice*:

Optional for your filing system

- » Copy invoice with prepunched holes
- » Complies with tax legislation
- » Dispatched by post



Invoice on demand*:

Invoice sent to up to 5 recipients

- » Need-actuated invoice dispatch
- » Split on request
- » Up to 5 e-mail addresses



PDF linking*:

For interactive checks

- » Intelligent analysis and checking
- » Linking to DKV Maps



The Fleet Report*:

Fully individualized cost apportionment

- » Sorting according to requirements
- » Cost apportionment by vehicle, country and service
- » Convenient grouping into sections



DKV **eINVOICING**

Paperless billing

- » Quicker, more environmentally friendly dispatch
- » Standard format across Europe
- » Highest data security

Have a good journey. Anywhere in Europe. Your DKV Euro Service!

DKV EURO SERVICE GmbH + Co. KG, Balcke-Dürr-Allee 3, D-40882 Ratingen, www.dkv-euroservice.com


Everything at a glance – with detailed country costs

1. The invoice statement

Understandable at a glance, accurate to the cent: The invoice statement shows you clearly which **costs** were incurred in which **service country**. This provides a quick overview of the **cost structure**. Tax refunds are also clearly assigned to each country.

Customer address:
Max Mustermann AG
Musterstraße 34a
40882 Musterhausen

You drive, we care.



Your DKV contact:
Jan Muster
Tel.: 02102-5518-0
Fax: 02102-5518-330
Email: jan.muster@dkv-euroservice.com

DKV EURO SERVICE GmbH + Co.KG
Balcke-Dürr-Allee 3, D-40882 Ratingen
Internet: <http://www.dkv-euroservice.com>

Customer number: 000812345
Customer VAT No.: DE123456789
Document number: 01/123456789/000
Document date: 15.01.2015

SUMMARY

Not valid for tax purposes – no input tax deduction possible (VAT)

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Service country	Invoice number	Local currency	Total in local currency inc. VAT	Total in currency to pay inc. VAT	Refund in currency to pay
Germany Invoice	01/123456789/001	EUR	16.402,12	16.402,12	
Belgium Invoice	01/123456789/002	EUR	56,00	56,00	
France Invoice	01/123456789/005	EUR	2.706,32	2.706,32	- 380,29
France Reverse Charge	01/123456789/006	EUR	32,00	32,00	
Luxembourg Invoice	01/123456789/007	EUR	11.701,40	11.701,40	- 1.720,59
Luxembourg Statement of Account	01/123456789/008	EUR	72,00	72,00	
Romania Invoice	01/123456789/009	RON	6.114,90	1.422,23	- 218,45
Switzerland Invoice	01/123456789/010	CHF	317,65	263,11	
Czech Republic Invoice	01/123456789/011	CZK	186.506,98	7.547,82	- 1.660,70
Czech Republic Statement of Account	01/123456789/012	CZK	6.525,19	264,11	
Total:				40.467,11*	EUR

Type	Period	Total
VAT Refund	total	- 21.578,80 EUR
Total payable:		18.888,31 EUR

DKV VAT no.: DE119375450

» Payment is due: 14 days after document date. Payable by: **Thursday, 29.01.2015**
Please quote your customer number and the invoice number whenever you make a payment.

Bank: Commerzbank AG Wuppertal
BLZ: 33040310
KTO: 827038100

1

Invoice components by country

» Conversion of the service country amount into the payment currency at the current rates. Saves time and ensures comparability between expenditures in different service countries

2

Tax refunds for each country in payment currency

» Clear and comprehensible listing of tax refunds for each country

3

Tax refunds

» Listing of the total tax refund, which reduces the total invoiced amount

4

Target currency and payment date

» The payment period and the actual date are shown. Your financial accounting department can see the date the payment falls due directly

Summary GB 01.2015

DKV Euro Service GmbH + Co. KG | Balcke-Dürr-Allee 3 | D-40882 Ratingen | Tel. + 49 (0)2102 5518-0 | Fax + 49 (0)2102 5518-192 | Sitz Ratingen | Amtsgericht Düsseldorf HRA 4053 | persönlich haftende Gesellschafterin DKV MOBILITY SERVICES Verwaltungsgesellschaft mbH | Sitz Ratingen | Amtsgericht Düsseldorf HRB 1703 | Geschäftsführung: Dr. Werner Grünewald | Dr. Alexander Hufnagl
DKV MOBILITY SERVICES Group

DKV EURO SERVICE GmbH + Co. KG, Balcke-Dürr-Allee 3, D-40882 Ratingen, www.dkv-euroservice.com

Optimized down to the smallest detail

2. The country invoice / Part 1

Layout, look and functionality are designed for simple, efficient and **modern bookkeeping**. All the items are clearly and rationally set out. And, on request, you can analyze important items directly using **interactive functions**:

Linking from the country invoice to DKV Maps!



E-Invoice

For services and deliveries in Germany

You drive, we care.

1 VAT (%): 19,00
Currency: EUR

2 Customer data:
Max Mustermann AG
Musterstr. 34a
40882 Musterhausen
Germany

Customer number: 000812345
Customer VAT reg. no.: DE123456789
Invoice number: 01/123456789/001
Invoice date: 15.01.2015
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Date of delivery	Name	Service Station Location	Number	Transaction number	Time	Mileage	Product	PC	Unit	Quantity	Price/Unit inc. VAT	ex. VAT	Value ex. VAT	Discount ex. VAT	Service Fee ex. VAT	Total ex. VAT	VAT	Total inc. VAT		
Vehicle: D-KV 745; Card No: 704310.123456.9123																				
07.01.2015	DKV	Ratingen	0000001	6403	06.32	53.458	Truck Diesel	0028	Ltr	100,07	1,3990	1,1757	117,65		0,98	118,63	22,54	141,17		
10.01.2015	DKV	Ratingen	0000001	8353	05.01	52.847	Truck Diesel	0028	Ltr	200,28	1,3790	1,1588	232,09		1,93	234,02	44,46	278,48		
										Total:			300,35			349,74	2,91	352,65	67,00	419,65
Vehicle: D-KV 123; Card No: 704310.123456.7890																				
04.01.2015	Total	Wolfsburg	0003210	8533	06.32	45.123	Diesel	0009	Ltr	150,01	1,4290	1,2008	180,13		1,50	181,63	34,51	216,14		
08.01.2015	Esso	Osnabrück	0004585	3358	17.28	46.563	Truck Diesel	0028	Ltr	200,05	1,4390	1,2092	241,91		2,02	243,93	46,35	290,28		
10.01.2015	Total	Bruchsal	0004016	8353	05.01	52.847	Truck Diesel	0028	Ltr	200,28	1,3790	1,1588	232,09		1,93	234,02	44,46	278,48		
12.01.2015	Aral	Hamm	0070163	6403	06.32	53.458	Truck Diesel	0028	Ltr	100,07	1,3990	1,1757	117,65		0,34	118,63	22,54	141,17		
14.01.2015		Hamm	0003210	2586			Parking service	0088				7,56			0,34	7,90	1,50	9,40		
										Total:			650,41			779,34	6,77	786,11	149,36	935,47

- 1**

VAT rate/currency

» Value added tax rate and currency of the service countries (invoice sorting by value added tax rates)

2

Customer details

» Full customer details and invoice numbers at a glance

3

Delivery date

» Date of performance of service. This date is also the date of the currency conversion

4

Service station

» Service station number, brand name and location provide effective options for checking

5

Transaction number

» As a rule, the delivery note or the supplier's receipt number. More transparency because the invoice can be compared with the fuel receipt

6

Time of day and kilometer reading

» For accurate checking of any ambiguities

7

Product description/ product code

» Description of the service used at the indicated service station. For an exact assignment of cost objects and preparation of the required fleet analyses.

8

Price per unit and value of goods/services

» As a rule this relates to the service partner's price, which is also shown on the receipt

9

Discounts/service fees

» Any discounts and fees for services in the relevant national currency

10

Total including VAT

» Quick overview of the individual invoice amounts. If the service country currency is different to your payment currency, the Total including VAT is always converted into the payment currency at the latest daily rate

Optimized down to the smallest detail

2. The country invoice / Part 2

The **VAT statistics** on the DKV country invoice are particularly clearly arranged for the convenience of your accounting department. The **listing of the tax rates** and the relevant **payment currency** can be read at a glance and are traceable.

Vehicle: D-KV 123; Card No: 704310.123456.7890																	
04.01.2015	Total	Wolfsburg	0003210	8533	06.32	45.123	Diesel	0009	Ltr	150,01	1,4290	1,2008	180,13	1,50	181,63	34,51	216,14
08.01.2015	Esso	Osnabrück	0004585	3358	17,28	46.563	Truck Diesel	0028	Ltr	200,05	1,4390	1,2092	241,91	2,02	243,93	46,35	290,28
10.01.2015	Total	Bruchsal	0004016	8353	05.01	52.847	Truck Diesel	0028	Ltr	200,28	1,3790	1,1588	232,09	1,93	234,02	44,46	278,48
12.01.2015	Aral	Hamm	0070163	6403	06.32	53.458	Truck Diesel	0028	Ltr	100,07	1,3990	1,1757	117,65	0,98	118,63	22,54	141,17
14.01.2015	Total	Hamm	0003210	2586			Parking service	0088					7,56	0,34	7,90	1,50	9,40
Total:										650,41	779,34	6,77	786,11	149,36	935,47		

Vehicle: D-KV 234; Card No: 704310.123456.8912																	
02.01.2015	Total	Wolfsburg	0003210	6989	06.32	45.123	Truck Diesel	0028	Ltr	200,05	1,4390	1,2092	241,91	2,02	243,93	46,35	290,28
05.01.2015	Esso	Osnabrück	0004585	9856	17,28	45.563	Truck Diesel	0028	Ltr	200,28	1,3790	1,1588	232,09	1,93	234,02	44,46	278,48
08.01.2015	Esso	Osnabrück	0004585	7854	17,28	45.563	Ad Blue (bulk)	0016	Ltr	38,50	0,5299	0,4447	17,12	0,14	17,26	3,28	20,54
12.01.2015	Total	Wolfsburg	0003210	2586			Lubricants	0096					33,61	0,84	34,45	6,55	41,00
Total:										483,38	524,73	4,93	529,66	100,64	630,30		

Vehicle: D-KV 963; Card No: 704310.123456.8964																	
05.01.2015	Total	Wolfsburg	0003210	8521	06.32	45.123	Diesel	0009	Ltr	686,70	1,4560	1,2033	826,31	10,00	836,31	158,90	995,21
10.01.2015	Esso	Osnabrück	0004585	1258	17,28	45.563	Diesel	0009	Ltr	770,40	1,4460	1,1950	845,37	10,23	855,60	162,56	1.018,16
12.01.2013	Esso	Osnabrück	0004585	8523	17,28	45.563	Ad Blue (bulk)	0016	Ltr	56,61	0,5299	0,4453	25,21	0,21	25,42	4,83	30,25
Total:										1.450,71	1.696,86	20,44	1.717,33	326,29	2.043,62		

Vehicle: D-KV 345; Card No: 704310.123456.9123																	
09.01.2015	Esso	Osnabrück	0004585	3966	06,33	105.023	Diesel	0009	Ltr	744,33	1,4460	1,1950	889,50	10,76	900,26	171,05	1.071,31
13.01.2015	Esso	Osnabrück	0004585	5966	12,00	106.203	Diesel	0009	Ltr	745,38	1,4460	1,1950	890,76	10,78	901,54	171,29	1.072,83
Total:										1.489,71	1.780,26	21,54	1.801,80	342,34	2.144,14		

DKV Euro Service GmbH + Co. KG Balcke-Dürr-Allee 3 D-40882 Ratingen Tel. + 49 (0)2102 5518-0 Fax + 49 (0)2102 5518-192 Str: Ratingen Amtsgericht Düsseldorf HRA 4053 General Partner Verwaltungsgesellschaft EGRIMA mbH Domicile Ratingen Register Court of Düsseldorf HRB 1703 Management Board: Dr. Werner Grünewald Dr. Alexander Hufnagel DKV MOBILITY SERVICES Group														
													Transfer:	7.424,46

08.01.2015 Groeningen 0083729 8521 Rental Service 9401 731,58 731,58 731,58 731,58 731,58																	
Total:										731,58	731,58	731,58	731,58	731,58	731,58		

Total sum list of service types with 0 % VAT																	
Ferry Service		0820											76,00				76,00
Rent Service		9401											731,58				731,58
Total:										807,58	807,58	807,58	807,58	807,58	807,58	807,58	807,58

VAT statistics:														
19 %												13.778,87	2.497,39	16.276,26
7 %												117,64	8,22	125,86
0 %												807,58		807,58
Total:										14.704,09	2.505,61	17.209,70		

DKV VAT Reg. No: DE119375450													
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11

Registration number / card number / cost center

» The DKV invoices can be sorted as you require to suit your settlement processes

12

Sum carried forward

» Sum total carried over to the next country invoice page

13

Total cost apportionment by goods type

» Cost breakdown by product

14

DKV information

» Detailed display of all relevant DKV tax numbers / representatives by service country

15

VAT statistics

» Listing of net amount, value added tax and gross amount by value added tax rate.

If the payment currency is different, the gross amount is shown for each value added tax rate in the payment currency

16

Invoice sender

» Address and contact details DKV Euro Service

Considerable administration savings

3. The reverse charge invoice

The reverse charge statement clearly lists **all services** that you have purchased in **EU states**, which are then taken into account **net** in the reverse charge process. The applicable value added tax is charged by the country of domicile.

For customers domiciled in Germany, the invoicing of services from the EU states is subject to German value added tax (Art. 3a para. 2 UStG (German sales tax legislation)).

Sales according to the reverse charge procedure for services in United Kingdom

Currency: **GBP**

You drive, we care.

Customer data:

Max Mustermann AG
Musterstr. 34a
40882 Musterhausen
United Kingdom

Customer Number: 000812345
Cust.VAT-ID/Nat.Tax-ID: GB123456789
Invoice number: 01/123456789/00
Invoice date: 15.01.2015

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Date of service	Service-Station Name	Location	Number	Transaction number	Country	Product	PC	Currency	Quantity	Prices per unit ex VAT	Value ex VAT	Discount ex VAT	Service Fee ex VAT	Total ex VAT	Total in currency to pay
Vehicle: DKV B90; Card No: 704310.123456.8523															
10.01.2015	Saint Piere		1412082	8533	Belgium	Repair Service	0090	EUR			177,50			170,50	158,96
											Total:	177,50	170,50	158,96	
Vehicle: DKV B59; Card No: 704310.123456.8599															
04.01.2015	DKV	Germany	1412082	FR00279/008C	Germany	Emergency Breakdown - Intervention costs	008B	EUR			59,00			59,00	53,47
12.01.2015	DKV	Le Perreux	1412082	130202015	France	Emergency Breakdown	008C	EUR			600,29		15,01	615,30	557,55
											Total:	177,50	177,50	158,96	

Summary of total costs

Service	Code	Currency	Value ex VAT	Discount ex VAT	Service Fee ex VAT	Total ex VAT	Total in currency to pay
Repair Service	0090	EUR	177,50			177,50	158,96
Emergency Breakdown - intervention costs	008B	EUR	59,00			59,00	53,47
Emergency Breakdown	008C	EUR	600,29		15,01	615,30	557,55
						Total:	769,98

Reverse-charge to recipient in accordance with Art. 196 and Art. 44 of directive 2006/112/EC. You are liable for tax. (Steuerschuldnerschaft des Leistungsempfängers).

DKV VAT REG NO: DE119375450

Reverse Charge / GB 01 2015

DKV Euro Service GmbH + Co. KG | Balcke-Dürr-Allee 3 | D-40882 Ratingen | Tel. + 49 (0)2102 5518-0 | Fax + 49 (0)2102 5518-192 | Str. Ratingen | Amtsgericht Düsseldorf HRA 4053 | General Partner Verwaltungsgesellschaft EGRIMA mbH | Domicile Ratingen | Register Court of Düsseldorf HRB 1703 | Management Board: Dr. Werner Grünewald | Dr. Alexander Hufnagel
DKV MOBILITY SERVICES Group

1

Currency

- » Currency of the country of domicile

2

Customer details

- » Full customer details and invoice numbers at a glance

3

Service date

- » Referred to the date of the service was performed. This date is also the date of the currency conversion

4

Country

- » EU state in which the service was performed

5

Product description/ product code

- » Description of the service used at the indicated service station.

For an exact assignment of cost objects and preparation of the required fleet analyses

6

Currency

- » National currency of the relevant EU state

7

Discounts/service fees

- » List of any discounts and fees for services in the relevant national currency

8

Total including VAT

- » Quick overview of the individual invoice amounts

9

Total cost apportionment by goods type

- » Cost breakdown by product

10

DKV information

- » Detailed list of all relevant DKV tax numbers/representatives by service country

Fully individualized cost apportionments

4. The Fleet Report

One company, many possibilities. A clearly set out report for providing a more accurate **cost overview** for all vehicles in your fleet is available on request. A wide range of **sorting options** gives you the incurred costs per vehicle, DKV service and country.

Report Fleet

Not valid for tax purposes –
no input tax deduction possible (VAT)

You drive, we care.

1 Customer data:

Max Mustermann AG Musterstr. 34a 40882 Musterhausen Germany	Customer number: 000812345 Customer VAT no.: DE123456789 Invoice date: 15.01.2015
Page: 1/3	

Date of delivery	Country	Product	Unit	Quantity	Total ex. VAT	VAT	Total inc. VAT	Total inc. VAT in payment currency
Vehicle: D-KV 560; Card No: 704310.123456.888								
01.01.–15.01.2015	Belgium	Diesel Red Diesel	Ltr	2.105,35 86,75	2.332,68 72,27	489,26 15,18	2.822,54 87,45	2.822,54 87,45
Total:					2.404,94	505,04	2.909,99	2.909,99
	Germany	Truck Diesel Eurovignett Premid Toll Service fee	Ltr	969,15 1,00 1,00	1.156,58 24,00 1,16	219,75 0,22	1.376,33 24,00 1,38	1.376,33 24,00 1,38
Total:					1.181,74	219,97	1.401,71	1.401,71
	Luxembourg	Diesel Eurovignett	Ltr	1.464,17 1,00	1.648,26 8,00	247,24	1.895,50 8,00	1.895,50 8,00
Total:					1.656,26	247,24	1.903,50	1.903,50
	Romania	Truck Diesel	Ltr	369,57	1.849,49	443,88	2.293,37	527,21
Total:					1.849,49	443,88	2.293,37	527,21
	Czech Republic	Diesel Premid Toll	Ltr	514,94 1,00	14.811,49 1.166,36	2.962,29	17.773,78 1.166,36	719,28 47,20
Total:					15.977,85	2.962,29	18.940,14	766,48
Total:								7.508,89

Date of delivery	Country	Product	Unit	Quantity	Total ex. VAT	VAT	Total inc. VAT	Total inc. VAT in payment currency
Vehicle: D-KV 815; Card No: 704310.123456.5050								
01.01.–15.01.2015	Belgium	Diesel Eurovignett	Ltr	2.105,35 86,75	2.332,68 72,27	489,26 15,18	2.822,54 87,45	2.822,54 87,45
Total:					2.404,94	505,04	2.909,99	2.909,99
	Germany	Truck Diesel Eurovignett Premid Toll Service fee	Ltr	969,15 1,00 1,00	1.156,58 24,00 1,16	219,75 0,22	1.376,33 24,00 1,38	1.376,33 24,00 1,38
Total:					1.181,74	219,97	1.401,71	1.401,71
	Luxembourg	Diesel Eurovignett	Ltr	1.464,17 1,00	1.648,26 8,00	247,24	1.895,50 8,00	1.895,50 8,00
Total:					1.656,26	247,24	1.903,50	1.903,50
Total:								7.508,89

Date of delivery	Country	Product	Unit	Quantity	Total ex. VAT	VAT	Total inc. VAT	Total inc. VAT in payment currency
Vehicle: D-KV 361; Card No: 704310.123456.0010								
01.01.–15.01.2015	Belgium	Diesel Eurovignett	Ltr	3.132,72 2,00	3.470,98 16,00	728,89	4.199,87 16,00	4.199,87 16,00
Total:					3.489,98	728,89	4.215,87	4.215,87
	Germany	Truck Diesel Eurovignett Premid Toll Service fee	Ltr	384,02 2,00 1,00	486,32 32,00 0,31	92,40 0,06	578,72 32,00 0,37	578,72 32,00 0,37
Total:					518,63	92,46	611,09	611,09
	Luxembourg	Diesel Eurovignett	Ltr	1.575,32 1,00	1.772,90 8,00	265,94	2.038,84 8,00	2.038,84 8,00
Total:					1.780,90	265,94	2.046,84	2.046,84
	Czech Republic	Diesel Premid Toll	Ltr	919,25 2,00	26.402,15 308,13	5.280,42	31.682,57 308,13	1.282,18 12,51
Total:					26.710,28	5.280,42	31.990,70	1.294,69
Total:								8.168,49
Transfer								18.320,98

Total inc. VAT in payment currency	Total inc. VAT in payment currency
816,60	816,60
16.000	16,00
832,60	832,60
1.059,11	1.059,11
0,82	0,82
1.059,93	1.059,93
75,59	75,59
8,00	8,00
83,59	83,59
804,12	804,12
8,00	8,00
812,12	812,12
2.751,01	632,42
2.751,01	632,42
35.363,78	1.431,15
667,44	27,01
36.031,22	1.458,16
35.243,80	

Product	EUR	EUR	EUR	EUR
Diesel	23.505,85	26.489,44	4.903,04	31.392,46
Truck Diesel	4.921,26	5.918,28	1.152,91	7.071,19
Red Diesel	86,75	72,27	15,18	87,45
Premid Toll	11,00	264,11		264,11
Premid Toll Service fee	6,00	6,51	1,24	7,75
Eurovignett	27,00	248,00		248,00
Lubricants	2,00	19,95	4,79	24,74
Repair service	1,00	2.152,50	421,89	2.574,39
Toll service RO	5,00	48,30	11,59	59,89
Toll CH	1,00	263,11		263,11
Total:	30.137,26	6.510,64	41.993,09	41.993,09

Service country	VAT	Currency	DKV VAT No.	DKV VAT Reg. no.
Belgium:	21,00 %	EUR	BE013327658	
Germany:	19,00 %	EUR	DE119375450	
France:	19,60 %	EUR	FR7542154825	
Luxembourg:	15,00 %	EUR	LU10785778	
Romania:	24,00 %	RON	RO21892778	
Switzerland:	08,00 %	CHF	CH-113.869.137 MWST	
Czech Republic:	21,00 %	CZK	CZ680446277	

- 1** Customer details
» Full customer details and invoice date a glance
- 2** Cost overview by vehicle
» Individual cost breakdown by vehicle as desired. For more transparency and better comparability of fleet costs
- 3** Cost breakdown by country
- 4** Cost breakdown by service performed
- 5** Total including VAT
» Provides a quick overview of the individual invoice amounts. If the service country currency is different to the payment currency, the Total including VAT is converted into the payment currency
- 6** Total cost apportionment by goods type
» Conversion to cost breakdown by product
- 7** Detailed information / service country driven through
» Statutory tax rate, country currency and DKV VAT No./Tax numbers