

## Notes on sending paper- based invoices to Allianz Deutschland AG

Even after introduction of SAP Ariba, you continue to insist on paper-based shipping of invoices, please note the following:

- Send your paper invoices immediately to the following new address:

<Name of alliance company>  
"Supplier invoice" (optional)  
Mailbox 100433  
Bamberg  
96056

- Please always quote the name of the Allianz company as listed in the commercial register. **Names and address data can be found in the table below (see Table 1)**
- The following scenarios will lead to non-processing of the invoice:
  - No PO number or wrong PO number on invoice
  - No contract number or wrong contract number on invoice

Other requirements are summarized in the list below.

- On this communication channel only invoices, credit memos, reminders and delivery notes are accepted. All other documents will not be processed.
- If your master data changes, please communicate this directly to your internal contact person and not via this communication channel. Such notes on invoice documents are not processed.
- If you send invoices by PDF, please send them to the following group post office: [GPK-D-RWA-AZD-DE-PO-INVOICE@Allianz.de](mailto:GPK-D-RWA-AZD-DE-PO-INVOICE@Allianz.de).
  - Only in PDF format.
  - Several attachments allowed.
  - Maximum of 8 MB total size.

## Adressdaten der Allianz Gesellschaften

Name	Betreff (optional)		Stadt	PLZ
Allianz Managed Operations & Services SE	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Pension Partners GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz SE	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Climate Solutions GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Alternative Assets Holding GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Investment Management SE	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Service Center GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Beratungs- und Vertriebs-AG	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Deutschland AG	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Pension Consult GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allnet GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
IDS GmbH-Analysis and Reporting Services	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Capital Partners Holding GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Lebensversicherungs-AG	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Versicherungs-AG	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz ProzessFinanz GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Autowelt GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
ADEUS Aktienregister-Service-GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
AZT Automotive GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Warranty GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
GA Global Automotive Versicherungsservice GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Private Krankenversicherungs-AG	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
My Finance Coach Stiftung GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
KVM ServicePlus - Kunden- und Vertriebsmanagement GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
Allianz Pension Service GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
AllSecur Deutschland AG	Lieferantenrechnungen	Postfach 10043	Bamberg	96056
VLS Versicherungslogistik GmbH	Lieferantenrechnungen	Postfach 10043	Bamberg	96056

## Information on account

The following information must be stated on an invoice so that it can be accepted according to the legal requirements:

1. Your complete company name & address
2. Our complete company name & address
3. Invoice / Reference number
4. Invoice Date
5. Date of service provision
6. Correct order or contract number (s)
7. Quantity and type of goods / service
8. Net amounts separated by tax rate
9. Applicable tax rate
10. Performance Date
11. Period of performance
12. Terms of Payment
13. Your tax or VAT ID
14. Our tax ID (only for reverse charge)
15. Your complete bank details