

How to Invoice at SRH Berlin – International

Agents

Important: All the information below needs to be on the invoice

Step 1: Prepare the invoice (PDF from Word ideally) using the SRH template (attached at the end of this document) and don't forget to include the following:

1. Invoice Address

SRH Hochschulen GmbH
Campus Berlin
Kreditorenbuchhaltung
69113 Heidelberg
VAT no: DE 227768858

2. Contact Person on the invoice

Please do not forget to mention [Oana Lelcu/Farah Saif/Ajith Mohan](#) and their email address as the contact person on the invoice for commission payments.

3. Invoice Cost Centers.

Depending on what you invoice for, please use:

3.1. Fairs or other promotional activities

Please, put the following KS and AN numbers

KS: 4961050 and AN: 49640018

3.2. Agent commissions

Please, put the corresponding KS and AN number (as per the table below) for each student on your invoice. You need to use the cost center (KS) and subcategory number (AN) relevant for the school where the programme is offered. You check the corresponding school on the study programme webpage.

School	KS/AN numbers:
Berlin School of Management/Berlin School of Technology	KS: 4962015 AN: 49646013
HHoU (Hamburg)	KS: 4963015 AN: 49643013
Dresden School of Management	KS: 4964371 AN: 49644013
Berlin School of Design and Communication	KS: 4967114 AN: 49647013
Berlin School of Popular Arts	KS: 4968113 AN: 49648013
Heidelberg & Campus NRW (including Hamm/Muenster & Cologne)	KS: 4961050 AN: 49640017

4. Send the invoice with a unique invoice number to your market manager by using the SRH Invoice template (Please see on the next page).

Important:

Please do not forget to put all the details on the invoice and the KS/AN number for each student. Without these, Accounting will not know whom to send the invoice to for validation and the invoice will remain unpaid. Payments can take up to 4-5 weeks from the date of submission of the invoice.

SRH International Recruitment Team. List of our market managers per region.

EMEA Farah Saif Farah.Saif@srh.de	Indian Subcontinent Ajith Mohan Ajith.Mohan@srh.de
China, SE Asia Oana Lelcu Oana.Lelcu@srh.de	EU, Western Balkans, Ukraine Emil Petkov Emil.Petkov.extern@srh.de
LatAm and others Oana Lelcu Oana.Lelcu@srh.de	CIS countries and Georgia Sergey Ushakovsky Sergey.Ushakovsky.extern@srh.de

SRH commission invoice template

Invoice

Agency Name

Full address

Date

16.01.2024

To: Oana Leicu
oana.leicu@srh.de

SRH Hochschulen GmbH
VAT no: DE 227768858
Kreditorenbuchhaltung
69113 Heidelberg

Invoice n°: |

Cost center/Subcategory	Intake	Commission for Student	Programme	Amount
KS: AN:	WS23	Name Student		0.00
KS: AN:	WS23	Name Student		0.00
KS: AN:	WS23	Name Student		0.00
			Subtotal:	0.00
			VAT (if EU)	0.00
			TOTAL	0.00

Bank account information:

Please pay to:

Full name of bank account holder (same as above)
Bank name
Bank address
IBAN or bank account number
SWIFT or BIC