



wintershall dea

## **Information leaflet on sending electronic invoices and credit notes to Wintershall Dea Deutschland GmbH**

Please note the following rules for sending electronic invoices and credit notes to central invoice receipts at Wintershall Dea Deutschland GmbH in Hamburg. Should your invoices differ in respect of any of these points, it will unfortunately not be possible for us to process them:

### **Electronic mailbox**

Please send your electronic invoices and credit notes to our electronic mailbox:

**[invoice.germany@wintershalldea.com](mailto:invoice.germany@wintershalldea.com)**

This mailbox is not suitable for any other correspondence! Please use [rechnungspruefung.germany@wintershalldea.com](mailto:rechnungspruefung.germany@wintershalldea.com) for such other matters.

### **Structure and content of electronic invoices / credit notes**

The following rules must be observed in order to expedite the processing of your invoices / credit notes as much as possible:

For each mail, exactly one invoice is permissible as a PDF file. This also applies by analogy to credit notes.

Attachments, such as delivery notes or proof of services, must be included in the PDF file of the invoice or credit note.

Please note that no file formats other than PDF files will be accepted.

In order to facilitate speedy inspections, please always indicate our order number and the name of our requester on the invoice.

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