



wintershall dea

## **Information leaflet on sending electronic invoices and credit notes to Wintershall DEA Deutschland AG**

Please note the following rules for sending electronic invoices and credit notes to central invoice receipts at Wintershall DEA Deutschland AG 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.hamburg@dea-group.com

This mailbox is not suitable for any other correspondence! Please use the conventional contacts and channels 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, the name of which must begin with "Rechnung" or "Invoice". This also applies by analogy to credit notes.

Examples of names for invoice or credit note files:

"Rechnung_123456.PDF"	-	"Invoice_123456.PDF"
"Gutschrift vom 12-01-2015.PDF"	-	"Credit note 12-01-2015.PDF"

In order to facilitate speedy inspections, please be sure to specify our order number / our recipient of merchandise or services in the invoice file.

Please consolidate any attachments to the relevant invoice or credit note, such as evidence of services rendered, in a separate PDF file. Please note that no file formats other than PDF files will be accepted.

Examples of names for file attachments:

"Attachment.PDF"  
"Consignment note 12345678.PDF"