

SUPPLIER INFORMATION

MANDATORY GUIDELINES FOR SENDING ELECTRONIC INVOICES:

Please comply with the following guidelines in order to ensure the payment process runs smoothly:

- > a single pdf-document shall be created for each invoice including associated attachments
- > an email may contain several invoices, the maximum size of the email shall be lower than 10 MB (incl. attachments)
- > please note, only invoices or credit notes shall be sent to the mailbox, no reminders, delivery notes or other correspondence
- > no additional mailing required through postal services
- > each Vitesco company / subsidiary has its own email address
- > the following formats are supported ZUGFeRD and PDF
- > encrypted documents will not be processed
- > the invoice address shall be identical to the ordering address

Location

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Invoice address

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