

Electronic invoicing → PDF format via email

Receiving e-mail address: invoice.goldeckflug@einvoicing.comarch.com

The following conditions must be met for sending an invoice or credit note by e-mail:

- The invoice or credit note is **only permitted in PDF-Format**
 - o The PDF must be unencrypted
 - o The PDF must not be protected with a password
 - o ZIP oder RAR files are not permitted
- The e-mail may contain only **one invoice** or **only one credit note**. Invoice supporting enclosures may be included in the same PDF document, whereby the invoice or credit note must be the first partial document.
- The E-Mail-size must not exceed 15 MB

If the conditions defined above are not met, the e-mail will not be processed further in an automated process or will be returned to the sender.

Furthermore, the following must be observed:

An electronically transmitted invoice may not be sent again in paper form under any circumstances.

Note:

The invoice or credit note should contain the reference code given to you in the contract or order. The reference code should be printed in the specified notation (18 digits, e.g. RC-KST-AT-043-XXXX), 1-line by machine, neither bold nor italic, so that automated processing can be guaranteed.