

## Electronic Invoices as a PDF-document by E-Mail

Uetze-Dollbergen, 11.12.2020

### Safe, efficient and environmentally friendly

From now on, we offer our suppliers the opportunity to send us invoices as a PDF document via e-mail. The electronic invoice mailing is a fast, safe and efficient alternative to the conventional mailing or faxing. With this improvement, we optimize all your business processes.

#### ***Your advantages:***

**Less amount of intern work:** Time consuming processing steps such as invoice creation (e.g. printing and putting the invoices in an envelope) are eliminated.

**Reduction of postage costs:** Postage costs are completely eliminated by sending invoices by e-mail.

**Fast transfer:** Compared with the usual paper invoice, the transfer of electronic invoices is much faster.

**Fast invoice verification:** Compared to the paper invoice, the verification is easier and much faster for AVISTA OIL.

**Environmental protection:** The electronic invoice reduces the paper consumption and avoids transport emissions.

The following GUIDELINES will show a detailed description of our new invoice method with information about the required file formats and our contact information. If you have further questions, feel free to contact Mr. Mark Höner (Head of Accounting, phone number +49 5177 85-369). For accounting related correspondence please send your request to [buchhaltung@avista-oil.de](mailto:buchhaltung@avista-oil.de).

Thank you for your support!

Kind regards

AVISTA OIL AG  
AVISTA OIL Deutschland GmbH

## **GUIDELINES and requirements for electronic invoice file exchange:**

### Introduction

This document describes the requirements for electronic file exchange e-invoice with the AVISTA OIL Group. This document is intended to present the AVISTA-specific information for the submission of invoices as a PDF-document. The general accounting rules have to be observed. Submitting an electronic invoice as PDF-document is as unstructured as a similar paper invoice. Due to the mentioned advantages on the first page, it is the goal of AVISTA OIL Group, to receive **all invoices as a PDF-document**. Thank you for your cooperation.

### Legal information

Based on the EU-Directive 2010 45 EU the German Value Added Tax Act was amended on the 1.7.2011. In particular, the §14 UStG was extended. In addition to the processed EDI-system and the electronic signature, there are alternative methods of electronic invoicing possible, as far as respecting the authenticity of the origin an ensuring the integrity and readability of the documents. This can be achieved through internal control procedures, which create a reliable audit trail between the invoice and performance. The application of the e-invoice process (**PDF invoice**) at AVISTA is based on the revision of §14 (1) UStG. The use of electronic signature will not be accepted.

### File transmission

AVISTA handles invoices that are sent by e-mail and do not meet the listed criteria ahead as „not received“. It is within the responsibility of the sender, to accomplish all the criteria in order to ensure a correct invoice receipt. Therefore, we recommend to handle the first e-invoice in direct communication with a contact person of AVISTA to guarantee the proper reception.

1. Only use the **following** e-mail addresses for the e-invoice mailing:

**AVISTA OIL AG:**

[Invoice@Avista-Oil.ag](mailto:Invoice@Avista-Oil.ag) or [Rechnung@Avista-Oil.ag](mailto:Rechnung@Avista-Oil.ag)

**AVISTA OIL Deutschland GmbH:**

[Invoice@Avista-Oil.de](mailto:Invoice@Avista-Oil.de) or [Rechnung@Avista-Oil.de](mailto:Rechnung@Avista-Oil.de)

Invoices, that are sent to a wrong AVISTA mail adress (e.g. an invoice for AVISTA OIL AG sent to [invoice@Avista-Oil.de](mailto:invoice@Avista-Oil.de)), can't be accepted and processed.

2. Please name your e-mail subject with:  
„PDF invoice“  
Short name of your company  
Creditor number of your company (if known)

Example: PDF-Invoice Smith AG 4000001

3. AVISTA uses a complex security system for e-mailing. This system uses for example grey listing as a spam filter and defense. Moreover, there are virus scanner in use. Please be sure to send your e-mail from **regular and accepted mail server**. If there are any certificates, please make sure that they are valid.
4. The e-invoice has to meet the criteria **PDF/A document format**. Other formats like .jpg or.tiff (incorrect fonts) can't be accepted.
5. The PDF files **shouldn't be encoded in any way** (e.g. password protected ZIP file)
6. The generation of the PDF invoice has to be created with the help of a software program. **Scanned paper invoices can't** be accepted.
7. Please only use **e-mail formats** HTML, rich text, only text.
8. The **invoice** has to be an **attached file** in the e-mail.
9. **Enclosures to the invoice** should be **PDF/A compliant** and also be attached to the e-mail.
10. **The name of the PDF document may contain** capitals (A-Z), small letters (a-z), digits (0-9), hyphen/minus (-), underline (\_) and dot (.).  
Example: PDF-Invoice\_123456.pdf
11. One e-mail may contain **not more than one PDF invoice**. Attachments should refer to the invoice in the same e-mail.
12. Whithin one PDF document it is allowed to send sub-pages (multi-page invoice). If the PDF document contains **several** invoices, we will **reject** all invoices in this PDF document.
13. The e-mail has to contain only the attached PDF invoice and PDF enclosures and commercial **not any other terms of law, texts or enclosures**, except a sender identification (name, company, adress, phone) but **not attached logos or banners**.
14. The **size of the e-mail** shouldn't be more than **10MB**.