

Electronic Invoices as PDF via E-Mail

Uetze-Dollbergen, 26.08.2016

Safe, efficient and environmentally friendly

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

For advantages:

Less amount of work intern: Time intensive steps by raising an invoice are cancelled (e.g. Printing and putting the invoices in an envelope)

Less postage: Postage is cancelled completely by sending invoices via e-mail

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

Fast Audit: Compared with the usual paper invoice, the audit is easier and faster for AVISTA.

Environmental protection: The electronic invoices reduce the paper consumption and accomplish a positive and active contribution to go easy on resources by avoiding transport emissions.

In the following GUIDELINES you will find a detailed description of our new invoice method with information about the required file formats and our contact information as well. If you have questions in advance, feel free to contact Mr. Thomas Wilde (Head of accounting) under the phone number +49 5177 / 85-176. Please run with the person you usually get in touch with by accounting related correspondence. Don't hesitate to contact us.

Thank you for your support!

Kind regards

CHOOSE:

AVISTA OIL AG
AVISTA Deutschland GmbH
Karo As Umweltschutz GmbH

GUIDLINES on the requirements for electronic file exchange invoices:

Introduction

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

Legal information

Based on the EU-Directive 2010/45/EU the German Value Added Tax Act was amended to 1.7.2011. In particular, the §14 UStG was extended. In addition to the process EDI and electronic signature, meanwhile there are alternative methods of electronic invoicing possible, as far as respecting the authenticity of the origin and ensuring the integrity and readability of files. 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 based on the revision of §14 (1) UStG. The use of electronic signature will not be accepted.

File transmission

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

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

AVISTA OIL AG:

Rechnung@Avista-Oil.ag oder Invoice@Avista-Oil.ag

AVISTA OIL Deutschland GmbH:

Rechnung@Avista-Oil.de oder Invoice@Avista-Oil.de

Karo As Umweltschutz GmbH:

Rechnung@KaroAs.com oder Invoice@KaroAs.com

AVISTA OIL Danmark A/S:

Regning@Avista-Oil.dk oder Invoice@Avista-Oil.dk

Invoices, that were sent to a wrong AVISTA mail address (e. g. an invoice for Karo As Umweltschutz GmbH sent to rechnung@Avista-Oil.de), can't be considered, accepted and processed.

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

2. AVISTA OIL uses a complex security system for e-mailing. This system applies for example grey listing as spam filtering and defense. Moreover, there are some virus scanner. Please consider to send your e-mail from **regular and accepted mail server**. If there are any certificates, please make sure that they are valid.
3. The e-invoice has to be **compliant to PDF/A file format**. Other formats like .jpg or .tiff and not compliant to PDF/A format (wrong Schriftart) can't be accepted.
4. The PDF files **shouldn't be protected in any way** (e.g. password protected ZIP file)
5. The generation of the PDF invoice has to be effected by means of a software program. **Scanned paper invoices can't** be accepted.
6. Please only use **e-mail formats** HTML, rich text, only text.
7. The **invoice** has to be an **attached file** in the e-mail.
8. **Enclosures to the invoice** should be **PDF/A compliant** and attached in the e-mail, too.
9. **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
10. One e-mail may contain **not more than one PDF invoice**. Enclosures should be referred to the invoice in the same e-mail.
11. Per on PDF document it is allowed to send many sup-pages (multi-page invoice) but just on whole invoice. If the PDF document contains **several** invoices, we will **reject** all invoices in this PDF document.
12. The e-mail must 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**.
13. The **size of the e-mail** shouldn't be more than **10MB**.