APONTIS PHARMA Deutschland GmbH & Co. KG
Rolf-Schwarz-Schütte-Platz 1 • 40789 Monheim am Rhein

Electronic invoice receipt

Dear Supplier,
please note our requirements for the e-invoicing process:

- We are legally required to archive original invoices submitted to us.

- Please use only the following format for invoices:

  - **Only unencrypted documents with the .pdf file extension or XInvoices-files** attached to your email will be accepted and processed; the content of the email-text itself is not considered.
  - Include only **one invoice per PDF document.** If possible, **add further information** (e.g. certificate of achievement) **as additional pages in the PDF-Invoice**.
  - **Original documents are required.** Do not send scanned documents. The PDF file must be created directly from the source program (ERP, Excel, Word) using the print function.

- **The correct APONTIS PHARMA purchase order number (PO)** must be indicated **on the submitted invoice**. If you do not have this information, please contact our company representative. We kindly request your understanding that payment cannot be processed until we have received the invoice with the correct PO.

- Compliance with national legal requirements for submitting electronic invoices is mandatory.

- Electronical invoices must be sent to: einvoice@apontis-pharma.de

Please note that this email address can only be used for the reception of invoices.
For other requests or communication to our accounting team please use:
accounting@apontis-pharma.de

These requirements for the electronical invoice process apply to all companies within the Apontis Group: Zentiva GmbH, APONTIS PHARMA Deutschland GmbH, APONTIS PHARMA Deutschland GmbH & Co. KG and PP Primary Care GmbH.

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