

Electronic invoice receipt

Dear Supplier,

please note our requirements for the e-invoicing process:

- We are required by law to archive the original invoices which are submitted to us.
- Please use exclusively the following format of invoices:
 - **Only** unencrypted documents with the **.pdf file extension** attached to your email will be accepted and processed, not the content of the email-text itself.
 - Only **one invoice** may be included **per PDF document**. If possible, **add further information** e.g. certificate of achievement **as additional pages in the PDF-Invoice**.
 - **Original Documents needed**. Please 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** must be indicated **on the submitted invoice**. If not available please specify our contact person.
- Compliance with national legal conditions for the submission of electronic invoices is needed.
- **Electronical Invoices need to be send to:** invoice@apontis-pharma.de

Please be aware, that this e-mail-adress 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 also apply to the whole Group of APONTIS PHARMA, including APONTIS PHARMA AG, PP Apontis Pharma GmbH and PP Primary Care GmbH.