

## 1. billing address

For PDF invoices by e-mail and paper invoices by post

NAFTA Speicher GmbH & Co.KG  
Rechnungsprüfung 4500  
Postfach 156031  
03060 Cottbus, Germany

NAFTASpeicher Inzenham GmbH  
Rechnungsprüfung 4501  
Postfach 156031  
03060 Cottbus, Germany

NAFTA Speicher Management GmbH  
Rechnungsprüfung 4502  
Postfach 156031  
03060 Cottbus, Germany

## 2. Digital transfer by e-mail

We prefer to receive your invoices by e-mail. Please observe the following instructions:

- a) Please fill in your **invoice number** and our respective company code **4500,4501 or 4502** in the e-mail subject.
- b) Please send only **1** invoice per e-mail. We only accept PDF files. If there are several PDF files in the e-mail, the first file is processed as an invoice and each additional file as an invoice attachment.
- c) Please send your invoices in PDF format to [edi.invoice-leag@leag.de](mailto:edi.invoice-leag@leag.de)  
Attention: Your text message will be disregarded. This mailbox is only for invoice file exchange.
- d) If you send an invoice to the above e-mail box, we ask you not to send this invoice **additionally by post to Cottbus.**

## 3. Order number

The NAFTA order number is a mandatory part of the invoice. If you do not have an order number, please write your NAFTA contact partner on the invoice. On the other hand, we cannot verify your invoice and will reject it.

If you have any questions, please contact us at [info-nebenbuchhaltung@leag.de](mailto:info-nebenbuchhaltung@leag.de).