

1. Invoice address

For PDF invoices by e-mail

NAFTA Speicher GmbH & Co.KG
Rechnungsprüfung 4500
Postfach 15 60 31
03060 Cottbus
Germany

2. VAT identification number

Please use for NAFTA Speicher GmbH & Co. KG:

DE 308 196 382

3. Digital delivery by e-mail

We prefer to receive your invoices by e-mail. Please note the following information:

- a) Please enter your invoice number in the e-mail subject **or** in the PDF file name. The PDF file name must **not be longer than 64 characters**.
- b) We only accept PDF files. If there are several PDF files in the e-mail, all files will be processed as one separate invoice. Please send attachments in the invoice-file.
- c) Please send your invoices in PDF format to edi.invoice-leag@leag.de
Attention: Use the e-mail only as an "envelope" for the transmission of your invoices.
Please do not include any important invoice information in the text of the e-mail, as the mailbox is used exclusively for automatic invoice processing.
- d) please **do not send invoices by post to Cottbus**.

4. Purchase order number

The NAFTA purchase order number is a mandatory information on 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 check your invoice and will reject it.

For reminders and queries, please contact us at info-nebenbuchhaltung@leag.de.