

## Transfer of electronic non-trade goods invoices in PDF-format

Dear business Partner,

we wish to ensure that the electronic invoices provided by you are processed quickly and without problems.

In order to realise this, we ask you to send the electronic invoices to our email box in consideration of the following requirements:

- send your invoices exclusively to the following email address:  
**rechnungswesen@witt-gruppe.eu**
- as far as possible use original PDF-files in PDF/A format, no scans from scanning or multifunctional devices.
- **only one** invoice **per PDF-file**, **multiple** invoices **per mail** are however possible
- possible existing attachments to a particular invoice can be sent in the same PDF-file as the invoice (as attached pages behind the invoice)
- separate file attachments may not be saved in ZIP-format
- **no password protection!** PDF-files should contain no password nor other protection.
- **no signature!** PDF-invoices require no integrated nor separate signature.
- please ensure, that invoices will not be sent twice via PDF and also in paper-format.

We stand at your disposal for possible questions.

Best regards

Josef Witt GmbH  
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