

Information sheet regarding the invoice processing and payment process

To improve the efficiency, reliability and transparency of the invoice processing and payment process for the supplier invoices – also for the benefit of our customers and suppliers, E.ON has made the following two process changes:

1. Setting the invoice scanning date as trigger date for the payment

All invoices have to be sent to the central postal address of each company as specified in the [Directory of invoice addresses, central postal addresses and e-mail addresses for electronic sending](#). The invoices are scanned immediately after receipt. Please note that the date on which the invoice is scanned and prepared for further processing is the trigger date for the payment terms.

Please note that the goods or services ordered from you have to be received and accepted by us before the trigger date can be set.

2. Weekly payment schedule for paying the supplier invoices

We have introduced a weekly payment schedule for our supplier invoices. The payment of all due supplier invoices will be processed on a fixed day on a weekly basis. If a payment run falls on a public holiday (or on a weekend) the payment will be processed on the next working day.