

# Information regarding the electronic sending of invoices, credit notes and reminders within the E.ON Group

---

Please consider the following information regarding the electronic sending of invoices, credit notes and payment reminders for the E.ON companies (“e-invoicing”).



## Select your submission channel

If you send an invoice electronically, please do not send an additional copy by post. Please use either post or e-mail, but not both in parallel.



## Only one PDF file attachment per email

Please send your invoice, credit note or reminder as a PDF file attached to your e-mail. Note that each document must be sent in a separate e-mail with only one PDF file attached. This e-mail must contain only the PDF file. The e-mail will not be processed, if it contains multiple PDF files or any other file formats. Therefore, any attachments to your invoice, credit note or reminder must be included in the PDF file.



## Only one invoice per PDF file

Please ensure that each PDF file contains only one invoice, credit note or payment reminder including all relevant attachments. PDF files containing multiple invoices will not be processed.



## No inquiries or other documents to this email address

The e-invoicing address can ONLY be used to submit invoices, credit notes and payment reminders. Please do not send any other document (e.g. order confirmations, delivery notes) to this e-mail address. Due to automated processing, the e-mail subject or the e-mail content cannot be read.



## Please check correct e-invoicing address

There are different “e-invoicing” addresses for companies of the E.ON Group established for the electronic submission of invoices. Please ensure that each invoice, credit note or reminder is sent to the corresponding e-mail-address of the correct company, especially if you supply more than one E.ON company. Please consider the e-mail addresses of the respective E.ON companies in the Directory of invoice addresses, central postal addresses and e-mail addresses for electronic sending (<https://www.eon-einkauf.com/eon-procurement/invoicing-information.html>).