



Annex - Mandatory requirements for digital invoices and their transmission

- Please send your invoices only by e-mail and solely to invoice@quarzwerte.com
- This e-mail address may be used only for digital invoices - and under no circumstances for general correspondence, reminders of payment, photos, graphics etc.
- Invoices should preferably be generated as PDF/A files according to ISO 19005, if possible
- All pages should preferably be sent in portrait format
- There should be no blank pages if possible
- Each e-mail must contain no more than one PDF/A file
- Required annexes for invoices must be attached to the PDF/A file in such a way that an invoice together with its annex (performance record) forms a single PDF/A file
- Performance records must be signed off by an authorised Quarzwerte employee
- The e-mail text area itself must contain no text
- Your e-mails must be unencrypted and must not contain a digital signature
- The invoice and each integrated annex must specify the relevant order number
- Always use a uniform invoice layout
- No handwritten notes on the invoices
- No additional dispatch of a paper invoice - it will not be processed
- Your sending e-mail address must also be able to receive an automatic reply.