



## **Instructions concerning invoicing via E-invoice for small and medium invoice volumes** (not suitable for series and spare parts suppliers)

Invoices via E-Invoice format can be sent to a central Porsche AG e-mail address: The central email inbox for E-invoices is:

[einvoice@porsche.de](mailto:einvoice@porsche.de)

All invoices to Porsche AG (subsidiaries excluded) must be addressed as follows:

**Dr. Ing. h. c. F. Porsche AG**  
**Kreditorenbuchhaltung**  
**Porscheplatz 1**  
**70435 Stuttgart**

The address field (address) may **not contain a Porsche internal contact person and/or department reference**. The order number must be stated on the invoice. If no purchase order number is available, the Porsche e-mail address of the customer/requester must be stated instead.

### **Only if the following conditions are met, Porsche AG can accept E-invoices:**

- Preferred standards: "XRechnung" and "ZUGFeRD" from version 2.0.1 (subject to legal changes)
- Only one attachment (XML or PDF) can be processed per email
- Please include the invoice number and your creditor number (if available) in the subject line of the email
- Submission or forwarding to the mailbox of Porsche employees is still prohibited for tax reasons
- The total size of the email, including attachments, must not exceed 50 MB
- The email must be unencrypted and should not be digitally signed
- Texts in the email will not be processed
- Please do not send the same invoice document multiple times unsolicited
- Supporting documents and invoice attachments (such as timesheets, activity reports, etc.) must be embedded in the XRechnung or ZUGFeRD file
- Please note that sensitive data or data with special security requirements are strictly permitted on E-invoice documents

### **Important Hint:**

You can find the detailed content requirements for each invoice type at the following link: [Substantive requirements for invoice documents at Dr. Ing. h.c. F. Porsche AG - Porsche Newsroom](#)

If you are considering invoicing via e-invoice, please contact the EDI team to ensure smooth processing.

Contact: [edi-rechnungswesen@porsche.de](mailto:edi-rechnungswesen@porsche.de).

We look forward to good cooperation.

Best regards  
Your EDI-Team

Status: 16.12.2024 (subject to change)