



Instructions concerning invoicing via PDF invoice for small and medium invoice volumes
(not suitable for series and spare parts suppliers)

Invoices in PDF can be sent to a central Porsche AG e-mail address: The central email inbox for PDF invoices is:

invoice@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 PDF invoices:

- Invoice submission as PDF- attachment
- Limit of only one PDF-invoice including appendix in each e-mail
- Attachments that are relevant for the payment of the invoice must be attached as additional pages following the invoice
- Mandatory mention of the invoice number and supplier number in the subject line of each e-mail
- Invoice contents included within the e-mail text body will not be regarded, solely the contents within the attachment can be processed
- Multi-page invoices are to submitted in the front of one multi-page PDF file
- The PDF-File must be unencrypted

Special legal regulations:

- Please be advised that due to tax regulations Porsche is only allowed to accept original invoices according to local sales tax law. **Scanned paper documents do not fulfil this requirement.** PDF invoices have to be originally generated in PDF-format using a minimum resolution of 200 dpi.

PDF invoices that do not meet these requirements will not be processed.

Please note that sensitive data or data with special security requirements are strictly permitted on PDF invoice documents. If such data types are generally required on your invoice documents due to the deliveries or services provided by your entity, invoicing via PDF is expressly precluded and an alternative input channel needs to be selected.

We are looking forward to a good cooperation

Best regards

Your EDI-Team

Edi-rechnungswesen@porsche.de