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Electronic Invoicing

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1 Invoicing as PDF

Invoices and credit notes do not only cause high administrative effort, but also immense paper consumption. In order to make workflows more efficient and to ensure faster invoice processing, we will automatically process electronic invoices by e-mail with immediate effect.

1.1 Requirements

1. Invoices must be sent to us in PDF format
2. The file name for invoices must be assigned as follows:
"INV" and invoice number, example: "INV12456789.pdf"
3. The file name for credit notes must be assigned as follows:
"GS" and credit note number, example: "GS12345679.pdf"
4. Enter "Invoice" and invoice number or "Credit note" and credit note number as the subject, for example: "Invoice 123456789"
5. Additional documents (attachments) must be enclosed separately from the invoice as additional PDF files.
6. The file name for attachments needs to start with "AT". Example: "AT123456.pdf"
7. Only one invoice file and (if available) only one enclosure per e-mail

1.2 Shipping

In consideration of the mentioned requirements, we would ask you to send the invoices to the following e-mail address, which will be used to place the order.

1.3 E-mail & invoice addresses

1.3.1 WITRON Logistik + Informatik GmbH

WITRON Logistik + Informatik GmbH
Neustädter Str. 21
92711 Parkstein, Germany
E-mail address: **invoice@witron.de**

1.3.2 WITRON Service GmbH & Co.KG

WITRON Service GmbH & Co. KG
Neustädter Str. 19
92711 Parkstein, Germany
E-mail address: **invoice_ws@witron.de**

1.3.3 WIOSS WITRON On Site Services GmbH

WIOSS WITRON On Site Services GmbH
Neustädter Str. 17
92711 Parkstein, Germany
E-mail address: **invoice_wioss@witron.de**

1.3.4 WIOSS Zweite WITRON On Site Services GmbH

WIOSS Zweite WITRON On Site Services GmbH
Neustädter Str. 17
92711 Parkstein, Germany
E-mail address: **rechnung_wioss@witron.de**

1.3.5 WITRON Födertechnik GmbH & Co. KG

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Theile 11

92711 Parkstein, Germany

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1.3.6 WITRON Montagen GmbH & Co. KG

WITRON Montagen GmbH & Co. KG

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92711 Parkstein, Germany

E-mail address: **invoice_montagen@witron.de**

1.3.7 WITRON Stahlfertiger GmbH & Co. KG

WITRON Stahlfertiger GmbH & Co. KG

Am Spatwerk 1 – 5

92726 Waidhaus

E-mail address: **invoice_stahlbau@witron.de**

2 Invoicing as e-invoice

With "Wachstumschancengesetz" (Growth Opportunities Act), the transmission of invoices in a structured electronic format (e-invoice) will be mandatory as from January 1, 2025.

We can process your incoming invoice in the e-invoice formats listed below. Please send us your invoice by e-mail as described in 1.1 to 1.3.

2.1 Format types

Only invoices that are issued, transmitted, and received in a structured electronic format and also enable electronic processing are now considered to be e-invoices.

We only process invoices that comply with the European standard EN-16931. Therefore, collective invoices are not permitted.

All business transaction fields must be filled accordingly.

2.1.1 ZUGFeRD

ZUGFeRD 2.0 and higher

2.1.2 XInvoice