	<h1>Requirements suppliers invoices</h1>		
Version 2.0	<h2>E-Invoicing</h2>	Datum: 04.03.2019	Seite: 1 von 2

## 1. Current state

Albert Spiess AG builds on sustainability. Therefore, all suppliers invoices will be processed electronically – a move that will see all bills being processed centrally and scanned by a dedicated scanning center.

### 1.1. Invoicing channels

Not only is e-invoicing a way for you to cut printing, paper, postage and processing costs, but it also allows us to do something together for the environment.

You have the following options:

#### 1.1.1. Invoice via EDI

All suppliers please send your invoices via EDI – a secure, convenient solution that is particularly suited to high invoice volumes.

To enjoy the benefits of EDI, you must meet the system requirements for producing invoices electronically. The following formats are permitted: UN/EDIFACT D01B, XML-IDOC and XML ETS. A communication interface to Conextrade or via an interconnect provider is also necessary; alternatively, you can fill in an online form on the Conextrade portal.

Our help desk will be happy to assist you at [supportdesk@orior.ch](mailto:supportdesk@orior.ch).

#### 1.1.2. PDF invoices via email to Conextrade

If you still have no means of producing EDI invoices, you will be able to send invoices in PDF format to [orior@scan.conextrade.com](mailto:orior@scan.conextrade.com) from 29 March 2019, provided that the files in question have a resolution of at least 300 dpi.

To deliver PDF invoices, please register once, free of charge, on the relevant Conextrade marketplace platform ([www.conextrade.com](http://www.conextrade.com)).


Registration partner is **Orior Management AG, Dufourstrasse 101, 8008 Zürich!**

#### 1.1.3. Paper invoices

It is only possible in exceptional cases to submit invoices in paper form. In such cases, please use the following **new invoice address**:

**Albert Spiess AG**  
**P.O. Box 555**  
**8901 Urdorf**  
**Switzerland**

**Please refer to page 2 for payment references !**

	<b>Requirements suppliers invoices</b>		
Version     2.0	<b>E-Invoicing</b>	Datum: 04.03.2019	Seite: 2 von 2

### Reference details to be included in invoices

To ensure that your invoices are processed quickly, you must now provide the following reference information at the top or bottom:

Albert Spiess order number (eight digits)	Example: order no. 45015381
or	
Albert Spiess reference number (five digits/six digits or five digits/six digits/five digits) – we send you a specific reference number for every new order	
	Example: reference no. 12345/311309
	Example: reference no. 12345/311309/60159

The usual invoice/VAT details must also be included:

- Your company name and full address
- Company name and full address of invoice recipient
- Your UID/VAT number
- Invoice date
- Delivery date or date of completion of services, if different from the invoice date
- Invoice number, where applicable
- Currency
- Invoice amount, gross and net (excluding VAT)
- Information about the type, purpose and extent of the products or services provided
- VAT details (if VAT is payable)
- Credit notes are treated as invoices in terms of their scope and nature, and must be identified accordingly.

It is essential that you include all relevant reference details. From 01 June 2019 onwards, we will return any incomplete invoice to you via e-mail, so that you can provide us with the information that we require.

**Until we switch to the new system, please send us your invoices in the same way as before.**

If you have any questions or require further information, you can contact us by email at [kreditoren@albert-spiess.ch](mailto:kreditoren@albert-spiess.ch).

Thank you for your assistance.