

Registration for E-Invoicing



Contact

The Invoice Receipt Team is contacted by e-mail

InvoiceAdmin@prosiebensat1.com



Information

The Invoice Receipt Team provides the supplier with information by e-mail InvoiceAdmin@prosiebensat1.com

Information provided

1. Explanation of e-invoicing process
2. Electronic invoicing guidelines
3. Technical guidelines for e-mails
4. Technical guidelines for PDF files
5. Registration form



Return

Supplier returns registration form to InvoiceAdmin@prosiebensat1.com



Approval

Approval for e-invoicing process by Invoice Receipt Team (whitelisting)



Confirmation

Confirmation of registration is e-mailed to registered supplier e-mail address(es)