

Electronic Invoicing Guidelines

ProSiebenSat.1 Group's subsidiaries each have their own e-mail inboxes. Please therefore send all future invoices, invoice corrections, credit notes and reminders exclusively to the e-mail inbox of the correct Group company.

A list of all invoice addresses and invoice inboxes can be found on our corporate website:

Invoice addresses

Even electronic invoices must meet all requirements of the German Value Added Tax Act (*Umsatzsteuergesetz*) at all times. **Quality requirements for incoming invoices** can be downloaded from our website.

Invoicing requirements

1. The sender must ensure that **invoices already sent (electronically) are neither sent again as hard copies nor sent additionally to another e-mail recipient (ordering party/department)**.
2. The central electronic invoicing inboxes are intended exclusively for the automatic processing of electronic invoices. No other correspondence can be processed via this channel

Technical guidelines for e-mails

3. **A separate e-mail** must be sent for each invoice and related addendums (i.e. one invoice → one e-mail; two invoices → two e-mails, etc.).
4. In order to guarantee the best possible automatic identification of the invoice document, the **PDF invoice must always be first** in the e-mail before any additional explanatory addendums.
5. A maximum of **three addendums** to the invoice is permitted. Addendums must always be in a secondary position compared to the invoice in the e-mail.
6. The maximum permissible e-mail size is 10 MB.
7. Because e-mails are processed automatically, the message text will not be analyzed.

Technical guidelines for PDF files

8. Electronic invoice documents and invoice addendums can be processed in **PDF format** only.
9. Please do not use any document restrictions. Minimum requirements are "printing allowed" and "no password protection."
10. We will be happy to assist you if you can generate PDF/A-3 files in ZUGFeRD format. Please contact InvoiceAdmin@prosiebensat1.com