Requirements for receiving PDF invoices from suppliers of Volkswagen Slovakia a.s.

1, Invoices must be sent to the following e-mail address: pdf_invoices@volkswagen.sk

This e-mail address is used only for automated invoice processing. It works only with PDF (TIF) files as an attachment – other formats are not allowed and all other requests will not be answered.

2, Invoices (PDF files) will be processed automatically only when they comply with these conditions:

a. for suppliers it is recommended to **generate invoices in PDF form** (they should contain text layer) = **do not issue PDF invoices by scan** – with generated invoices you will increase the speed of invoice processing,

b. **minimal resolution** for scanned documents (PDF-invoices) is **300dpi**; lower resolutions will complicate invoice processing (there is a chance that the invoice will not be processed),

c. PDF – invoices from the supplier are sent exclusively from the e-mail address agreed in advance with the financial department of Volkswagen Slovakia a.s. – this process applies only to the specified e-mail address, specified supplier number and only for PDF or TIF attachments (e-mails which do not comply with these conditions will be rejected),

d. each PDF file must contain only one invoice; it is not possible to process more invoices from one PDF file,

e. the name of the invoice (name of PDF file) should ideally comply with the following naming convention: **supplier number_year_invoice number.pdf**; in every other case it is necessary to agree on the details with the financial department of Volkswagen Slovakia a.s.,

f. the maximum size of each e-mail should not be bigger than 4 MB in order to ensure successful processing of the invoice,

Send	To...	PDF_invoices@volkswagen.sk
	Cc...	
	Subject:	invoices without attachments
	Attached:	📄 999999 2016 FANo000001.pdf (364 KB); 📄 999999 2016 FANo000002.pdf (364 KB); 📄 999999 2016 FANo000003.pdf (364 KB)

1. Invoices must be sent to pdf_invoices@volkswagen.sk
2. Your e-mail address must be agreed in advance with the financial department of Volkswagen Slovakia a.s.
3. You can send more invoices via one e-mail but **one PDF file** can include **only one invoice**
4. Name of invoice/ PDF file should ideally comply with the following naming convention: **supplier number_year_invoice number.pdf.** In every ither case it is necessary to agree on the details with the financial department of Volkswagen Slovakia a.s.

g. in case it is necessary to send the invoice together with the invoice attachment, these conditions must be fulfilled:
- the invoice attachment must be sent in a separate file in **.pdf** or **.tif** form (other formats as .xls, .doc etc. are not supported),
- it is possible to send just one invoice together with one invoice attachment,
- PDF files which include invoice attachment must comply with the following naming convention = **at the end of the name of PDF file must be the sign _P (for example: supplier number_year_invoice number_P.pdf)**,
- the invoice PDF file and invoice attachment PDF file must be sent in the same e-mail.

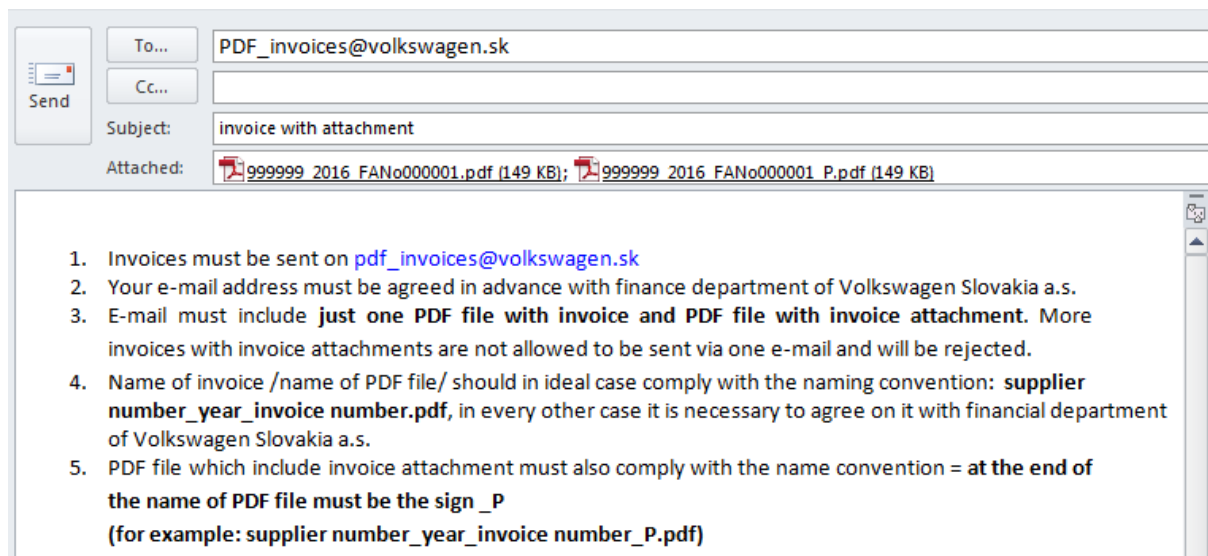| Send	To...	PDF_invoices@volkswagen.sk
	Cc...	
	Subject:	invoice with attachment
	Attached:	📄 999999_2016_FANo000001.pdf (149 KB); 📄 999999_2016_FANo000001_P.pdf (149 KB)

1. Invoices must be sent on pdf_invoices@volkswagen.sk
2. Your e-mail address must be agreed in advance with finance department of Volkswagen Slovakia a.s.
3. E-mail must include **just one PDF file with invoice and PDF file with invoice attachment.** More invoices with invoice attachments are not allowed to be sent via one e-mail and will be rejected.
4. Name of invoice /name of PDF file/ should in ideal case comply with the naming convention: **supplier number_year_invoice number.pdf**, in every other case it is necessary to agree on it with financial department of Volkswagen Slovakia a.s.
5. PDF file which include invoice attachment must also comply with the name convention = **at the end of the name of PDF file must be the sign _P**
(for example: supplier number_year_invoice number_P.pdf)

3, Any e-mail which does not comply with aforementioned conditions will be rejected and the sender will receive an e-mail stating that the conditions have not been met.