

Invoicing requirements

An incoming invoice needs to contain the following contents:

- **Invoicing party**
The complete companies name and address.
- **Bill-to party/invoice recipient**
The complete companies name and address.
- **VAT number and VAT identification number of invoicing party**
VAT number provided from your tax authorities. Potentially we ask you to provide a confirmation of the VAT number.
- **Date of the invoice**
- **Unique, sequential invoice number**
- **Vitra purchase order number and position, name of purchaser, Vitra cost center**
- **Quantity description of the goods or services**
- **Time of supply or tax point, when the transaction took place**
- **Total amount excluding VAT**
separated in case of different VAT rates.
- **VAT rate and VAT amount**
Vat rate and VAT amount, separated in case of different VAT rates. If an item is exempt or zero-rated please show separately.
- **Total amount including VAT**
total amount excluding VAT plus VAT amount
- **Reason for tax exemptions**
- **Currency**
- **Bank account details of invoicing party**
- **Place of delivery / place of service**

Preconditions for e-invoicing:

1. E-invoices are only accepted, if they are mailed directly from the bill-to party to our below mentioned e-mail accounts. Due to legal requirements any other e-mail address in our company is not possible.
2. We can process the following formats: .pdf, .tif. Any other format, such as .jpg, .doc, .xls etc. is not possible.
3. Please attach per e-mail one single invoice.
4. Please send any e-invoice just once to Vitra..
5. Please note: if you sent us an e-invoice, do not send us an additional paper version.
6. Proforma invoices, reminders, delivery notes etc. need to be sent to your contact at Vitra. Do not send them to the below mentioned e-mail addresses, these are just for the invoices.

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The following eMail addresses are to be used:

Deutsche Gesellschaften	
Vitra Factory GmbH	e-invoice0050@vitro.com
Modo GmbH	e-invoice0067@vitro.com
Contura GmbH	e-invoice0084@vitro.com
Vitra Design Museum GmbH	e-invoice0099@vitro.com
Vitra Holding GmbH	e-invoice0208@vitro.com
Vitra GmbH	e-invoice0226@vitro.com
Vitra Services GmbH	e-invoice0282@vitro.com
Vitra IT Services GmbH	e-invoice0250@vitro.com
Vitra Design Stiftung gGmbH	e-invoice0229@vitro.com
Schweizer Gesellschaften	
Vitra AG	e-invoice0053@vitro.com
Vitra International AG	e-invoice0075@vitro.com
Vitra Holding AG	e-invoice0201@vitro.com
Länder-Gesellschaften	
Vitra SAS	e-invoice0060@vitro.com
Vitra Ges.m.b.H.	e-invoice0061@vitro.com
Vitra Hispania S.A	e-invoice0070@vitro.com
Vitra Scandinavia AS	e-invoice0243@vitro.com
Vitra AB	e-invoice0259@vitro.com
Vitra A/S	e-invoice0300@vitro.com