



Leaflet PDF invoices

Dear Ladies and Gentlemen,

We appreciate to receive your invoices as a PDF-file. However, according to law we are not allowed to receive them on personal e-mail accounts and forward them to "e-invoicing@gelita.com" or to print them and send them to our Finance Department.

Therefore please send your invoices directly to e-invoicing@gelita.com and make sure that the following rules will be obeyed:

- The e-mail shall only have one attachment as a pdf-file.
- The file size shall not be more than 50 MB.
- The e-mail-text shall not be more than 2000 signs.

If the incoming e-mail is not according to the above mentioned rules, it will be rejected automatically by our database and sent back to sender with the information about the reason and it can not be processed.

Please **do not send** the invoice **additionally as a paper document**.