



## **Accounting requirements:**

Invoices are to be sent in one copy to

**Telekom Austria Personalmanagement GmbH**

**Supplier number** (=nine-digit numerical combination, with which you are clearly identifiable)

**A-1004 Vienna**

An invoice may only include items from one order. However, multiple invoices can be created for one order. The invoice must include the name of the ordering party, the order number, the individual items ordered and the amount of the goods/performances. The payment itself is carried out on the due date following payment run, which takes place once a week on Wednesday.

Also the invoice must contain all of the information according to the UStG § 11 respectively § 19 in transition of tax debt (reverse charge).

Invoices which contain factual or mathematical errors do not constitute a due date for payment until they are rectified. Such invoices may be returned by A1 Telekom Austria AG at any time. In this case terms of payment begin upon arrival of the corrected invoice. Any transfer of rights and obligations against claims in connection with this contract (also prior to concluding the contract) from your company against Telekom Austria Personalmanagement GmbH is prohibited.