

Agreement for electronic invoicing

Between

Cornelsen Verlag GmbH, Mecklenburgische Str. 53, 14197 Berlin (invoice recipient)

and

(invoicing party: name and address of company)

it is to agree, that starting on invoice data will be transferred via electronic data interchange using pdf documents to the e-mail address rechnungseingang@cornelsen.de of the invoice recipient.

The following guidelines of submission apply:

1. The submission of the pdf-invoices may start with the defined date mentioned in this agreement at the earliest. Invoices / credit notes and corresponding appendixes must be handed in as pdf-documents. The pdf-documents shall consist of only one voucher.
2. The pdf-document with an invoice / credit note will be sent to Cornelsen via e-mail. Every pdf-document consists of only one voucher/ credit note. Therefore one e-mail includes one or more invoices / credit notes each as separated pdf-documents.
3. Appendixes can be added directly to the pdf-documents meaning these are accepted as component of the invoice / credit note. Apart from that it is not allowed to add any other text or information to the e-mail. If text or other information will be added to the e-mail, these notes will be overseen or can lead to a rejection of the complete e-mail.
4. Received e-mails with pdf-invoices / credit notes which e-mail addresses weren't given in this agreement will not be processed. The invoicing party will name and use one of the maximum three following below mentioned e-mail addresses for the electronic invoicing:

E-Mail-address 1

E-Mail-address 2

E-Mail-address 3

We ensure that the e-mail address rechnungseingang@cornelsen.de will be used for invoice data exchange only. It is not intended to use this e-mail address for any other correspondence.

Place, Date, Signature