



## General requirements on the correct electronic sending of invoices and credit notes to the VARTA Group

The following requirements apply to the correct sending of electronic invoices and credit notes to the companies of the VARTA Group:

### 1. Mailboxes for invoices and credit notes

Each VARTA - Group company has a separate mailbox exclusively for receiving electronic invoices and credit notes in PDF format. These are as follows:

VARTA AG, Ellwangen	<a href="mailto:Invoice@varta-ag.com">Invoice@varta-ag.com</a>
VARTA Microbattery GmbH, Ellwangen	<a href="mailto:Invoice@varta-microbattery.com">Invoice@varta-microbattery.com</a>
VARTA Micro Production GmbH, Noerdlingen	<a href="mailto:Invoice@varta-microproduction.com">Invoice@varta-microproduction.com</a>
VARTA Storage GmbH, Noerdlingen	<a href="mailto:Invoice@varta-storage.com">Invoice@varta-storage.com</a>
VARTA Microbattery SRL, Otopeni RO	<a href="mailto:Invoice.romania@varta-microbattery.com">Invoice.romania@varta-microbattery.com</a>
VARTA Consumer Batteries GmbH & Co. KGaA, Ellwangen	<a href="mailto:Invoice@varta-household.com">Invoice@varta-household.com</a>

### 2. Sending and form

Each electronic invoice or credit note must be transmitted in one separate e-mail. In addition, this message must be provided with only one attachment either in PDF or ZUGFeRD (PDF/A3) format. Accordingly, any invoice attachments (reports, cost statements, etc.) must be merged with the invoice file. Emails with multiple PDF files will not be accepted and cannot be processed further.

### 3. Completeness of the data

The PDF invoice or PDF credit note must contain, in particular, all invoice-relevant information required under § 14 (4) and § 14 a (5) UStG in a generally readable form.

### 4. Order reference

To process the invoice or credit note, it is important to ensure that a purchase order number, purchase order reference (e.g. name or department) or contract number is provided.

The following mailboxes are to be used instead for the exclusive electronic sending of a payment reminder:

VARTA AG, Ellwangen	<a href="mailto:Reminder@varta-ag.com">Reminder@varta-ag.com</a>
VARTA Microbattery GmbH, Ellwangen	<a href="mailto:Reminder@varta-microbattery.com">Reminder@varta-microbattery.com</a>
VARTA Micro Production GmbH, Noerdlingen	<a href="mailto:Reminder@varta-microproduction.com">Reminder@varta-microproduction.com</a>
VARTA Storage GmbH, Noerdlingen	<a href="mailto:Reminder@varta-storage.com">Reminder@varta-storage.com</a>
VARTA Microbattery SRL, Otopeni RO	<a href="mailto:Reminder.romania@varta-microbattery.com">Reminder.romania@varta-microbattery.com</a>
VARTA Consumer Batteries GmbH & Co. KGaA, Ellwangen	<a href="mailto:Reminder@varta-household.com">Reminder@varta-household.com</a>

The following info mailboxes are to be used instead for all other concerns:

VARTA AG, Ellwangen	<a href="mailto:info@varta-ag.com">info@varta-ag.com</a>
VARTA Microbattery GmbH, Ellwangen	<a href="mailto:info@varta-microbattery.com">info@varta-microbattery.com</a>
VARTA Micro Production GmbH, Noerdlingen	<a href="mailto:Info@varta-storage.com">Info@varta-storage.com</a>
VARTA Storage GmbH, Noerdlingen	<a href="mailto:Info@varta-storage.com">Info@varta-storage.com</a>
VARTA Microbattery SRL, Otopeni RO	<a href="mailto:frontdesk.user@varta-microbattery.com">frontdesk.user@varta-microbattery.com</a>
VARTA Consumer Batteries GmbH & Co. KGaA, Ellwangen	<a href="mailto:info@varta-household.com">info@varta-household.com</a>

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