



**KRNOVSKÉ OPRAVNY
A STROJÍRNY**

MANDATORY CONDITIONS FOR INVOICING

Dear Business Partner,

Due to our transition to automated invoice processing, we would like to ask you:

1. to send your invoices only in electronic form to the e-mail address:
faktery@kos.cz **or** invoices@kos.cz.
2. Invoices sent to any other e-mail address will be considered undelivered and not be paid for this reason.
3. Electronic invoice means an invoice, advance invoice, proforma invoice, tax document of payment received, tax correction document (credit note), debit note, payment schedule and instalment schedule.
4. Each e-mail message must contain only one invoice and separate attachments.
5. The invoice must not be compressed and the file must not be locked.
6. Each invoice must be sent in **ONLY ONE** of the following formats:
"isdoc", "isdocx", "pdf", "jpeg", "jpg", "tif", "bmp".
7. The name of the invoice file must contain one of these words:
"faktura", "fa", "fv", "fav", "zaloha", "zalohova_faktura", "proforma", "dobropis", "vrubopis", "danovy_doklad", "DanDoklad", "vyuctovani", "invoice", "rechnung",
„re“, „inv“, „rg“, „faktúra“..
8. Each attachment must be sent in **ONLY ONE** of the following formats:
"pdf", "isdoc", "jpeg", "jpg", "tif", "bmp".
9. The attachment (e.g. delivery note, order form, certificates, etc.) must not contain any of the names listed in point 7.
10. Other documents (e.g. credits, reminders, inventories, etc.) are to be sent to the e-mail address kos@kos.cz.
11. Invoices (as well as attachments) that do not meet any of these conditions will be considered undelivered and not included for payment.
12. The maximum message size including all attachments is 20 MB.