

Rules for sending invoices via email



Rules for sending invoices correctly



Send invoices to email: ebilling.cz@dbschenker.com

When sending an invoice, credit note or advance invoice with its attachments, **it must be sent in one PDF** file.

The first page of the PDF file must be the actual invoice, credit note etc.

The PDF file must **not be encrypted**, with printing and copying **allowed**.

In case your email includes more than 1 document, the PDF files must be **uniquely named**.

Maximum mail size with one or more documents is **20 MB**.

In all other cases your emails will not be processed correctly:

- the PDF file will not be split into more documents
- the attachments of the document will be missing or
- the document will not be processed at all



**Thank you for
attention!**

For more information, contact us at:
cz.sm.lic.invoice@dbschenker.com

