



Electronic invoicing via e-mail




1. Technical and invoice content requirements

- Invoices must be received in PDF or PDF/A format, multi-paged invoices are received as multi-paged documents in a file
- Additional documents (e.g. attachments) must be added in one or more files in PDF or PDF/A format to the e-mail and separated from the invoice document
- Only one invoice document may be sent per one e-mail, meaning only one file for the invoice and (if applicable) one or more files for attachment documents may be sent
- The sent files may not be password protected
- The invoices are sent from a unique and non-personalized mailbox
- **In order to achieve accurate vendor identification, please indicate up to three non-personalized mailboxes in the attached letter of agreement, from which you will be sending the invoices to Zimmer.**
- The file name of the invoice document must be unique. If you add any attachment(s) the attachment may be distinguished by a prefix in the file name, such as **AT_** or **AN_**

Example: Invoice 123456789.pdf,
Example without attachment

	Von ▾	Max.Mustermann@firma.ch
	An...	<input type="checkbox"/> ZimmerGMBH;
	Cc...	
Betreff:		Rechnung 12345
Angefügt:		 Invoice 12345.pdf (110 KB);
Dear all,		
please process the attached invoice.		
Best regards,		

Attachment = AT_98765.pdf,
Example with attachment

	Von ▾	Max.Mustermann@firma.ch
	An...	<input type="checkbox"/> ZimmerGMBH;
	Cc...	
Betreff:		Rechnung 12345
Angefügt:		 Invoice 12345.pdf (110 KB);  AN 12345.pdf (110 KB)
Dear all,		
please process the attached invoice.		



ZIMMER BIOMET

Your progress. Our promise.™

We request that you send the invoices in compliance with the listed requirements to the following e-mail addresses:

Invoices issued to **Zimmer GmbH:**

ZimmerGmbH@zimmerbiomet.com

Invoices issued to **Zimmer Switzerland Manufacturing GmbH:**

ZimmerManufacturing@zimmerbiomet.com

Kindly note that **statements or reminders** of overdue / open invoices **must not** be sent to these e-mail addresses but to accountspayablechhub@zimmerbiomet.com instead!

Invoices issued to **Zimmer GmbH** must contain the following invoice address:

Zimmer GmbH

Zählerweg 4

CH-6300 Zug, Switzerland

VAT Registration No. CHE-111.746.251

Invoices issued to **Zimmer Switzerland Manufacturing GmbH** must contain the following invoice address:

Zimmer Switzerland Manufacturing GmbH

Sulzer-Allee 8

CH-8404 Winterthur, Switzerland

VAT Registration No. CHE-111.687.950

In order to accelerate the process of allocating your invoice, please always include either a Purchase Order number or your client's cost center as a reference, if applicable.