

Information for ZEISS suppliers

1) Options for invoice dispatch

ZEISS accepts the following forms of invoice delivery:

- PDF file send by electronic means
- Structured electronic invoices (e-invoices) send by electronic means in countries where it is a legal obligation
- In paper form by mail

ZEISS in the interest of sustainability and process speed prefers the invoices delivered electronically.

2) PDF invoice dispatch by email (“PDF-Invoicing”)

ZEISS offers you as a supplier to send your invoices to ZEISS by email in the form of a PDF document.

Your benefits:

- You save costs for paper, print and postage
- The processing time of your invoices is considerably reduced
- The process becomes faster and less prone to error
- Communication with regards to queries can be performed faster and more effectively

The currently applies (February 2026) for invoicing to the following ZEISS companies:

Country	Name	VAT number	Address	City
Denmark	Carl Zeiss A/S	DK84786217	Bregnerødvej 133 A	3460 Birkerød
Suomi/ Finland	Carl Zeiss OY	FI21540268	Läntäjantie 3, (Flygarevägen 3)	01530 Vantaa (Vanda)
Norway	Carl Zeiss AS	NO991011552MVA	Sørumsgata 5	2000 Lillestrøm
Sweden	Carl Zeiss AB	SE556035360801	Tegeluddsvägen 76	102 54 Stockholm

Please note the following guidelines for the PDF invoice dispatch by email:

- Our email address for receiving PDF invoices is invoice@zeiss.com
- The invoice mailbox is processed automatically and should be used exclusively for mailing invoices
- Reminders, account statements or other communication are not to be sent to this address, but to [Nordic APTeam@zeiss.com](mailto:Nordic_APTeam@zeiss.com)

- The invoice in PDF format replaces the postal invoice in paper form - under no circumstances should the same invoice be sent by post
- Only those invoices will be processed that comply with the following conditions:
 - The email with attachments shall not exceed a total size of 20 MB
 - The invoice must be sent as email attachment in PDF (or PDF/A) format, whereby multiple PDF invoice documents may be sent as single attachments in one email
 - An invoice with an attachment as separate PDF document (e.g. a performance record) may not be sent with other invoices in one email so that the attachment can be allocated unequivocally
 - Only one attachment is permitted per invoice and must be indicated as attachment or similar
 - The PDF must not be (password) protected or encrypted
 - The PDF invoice document may not be a scanned invoice document, but must have been generated directly
 - All billing-relevant information in the PDF invoice document must be readable as text. Please use clear, machine-readable fonts and contrasting colours
 - The order number and order item should be clearly recognizable listed and labelled as such
 - The PDF invoice document must not contain form fields or similar

The detailed regulations regarding the addressing of invoices (especially with regard to invoice and service recipient), can be found in the ZEISS order or in the table containing all valid address combinations in the ANNEX at the end of the information.

3) Delivery of structured e-invoices

In accordance with the Danish Bookkeeping Act (2022) Carl Zeiss A/S is also accepting structured e-invoices via

Name	Peppol	Nemhandel
Carl Zeiss A/S	0198:dk84786217	DK:CVR 84786217

4) Invoices dispatch by post in paper form

Invoices by post must be sent exclusively to the address specified in the order.

5) General requirements for invoices

ZEISS only accepts invoices that comply with the legal and country-specific requirements. In order to avoid delays in payment, it is also important that invoices contain the following mandatory information and that these correspond with the associated order:

- Addressed to the relevant ZEISS company with full company name and address
- Full (company)name and address of the supplier
- The word "invoice" (or in case of a credit note the word "credit note")
- Invoice number and invoice date
- Invoice value with currency
- Description of the goods and services delivered
- ZEISS order number and order item
- Name and contact details of the contact person at ZEISS
- The unique reference number or information specified by the ZEISS contact person (if applicable)
- Highlighting of advance payments and/or final invoices; these should contain a reference to payments already made.

Invoices that fail to comply with the stipulated requirements shall be returned to the supplier for re-issuance, whereby this may lead to delays in payment of invoices.

6) Information for timely payment

To enable error-free processing and timely payment of invoices all suppliers are asked to note, in addition to the details on the ZEISS order, the following guidelines:

- Please bill only one order per invoice
- The invoice must correspond with the order structure - if the order is structured in various positions, the invoice must be structured in the same way
- Prices, units and currencies must correspond with the specifications in the order
- The corresponding order item must refer to the invoice line item
- The payment deadline of the invoice must correspond with the due date of the order
- The mention of the consignment or delivery note numbers helps to improve the processes
- Clear disclosure of the valid bank account on the invoice.

Each missing information or deviation from the guidelines described above can lead to longer processing times or to a return of the invoice with a corresponding deferred payment.

7) Exceptions: Invoices without order reference

In principle, only invoices with reference to an order are accepted. In exceptional cases that have been agreed with the respective ZEISS company beforehand, invoices without order reference can be processed for which the the following information shall be specified:

- Full name and address of the delivering and performing entrepreneur
- Full address of the invoice recipient - see ANNEX: Billing addresses, delivery addresses, support contact
- Name and address of the recipient of delivery and service - see ANNEX: Billing addresses, delivery addresses, support contact
- Amount and normal trade description of the items supplied or type and scope of service
- Day or period of delivery or other service
- Remuneration for the delivery or other service
- Tax amount payable in accordance with the remuneration and the tax rate applicable or reference to tax exemption
- Tax number or the value added tax identification number (USt-IdNr / VAT)
- Date of issue of the invoice
- Unique invoice number
- Please specify in addition one of the two following references: - Email address of the requestor (e.g. max.mustermann@zeiss.com) or name of the requestor

8) Terms of payment

ZEISS settles invoices according to the specifically agreed terms of payment which are part of the order. Should payment terms that deviate from the agreed payment terms be disclosed in an order, the known ZEISS contact persons in the procurement department will gladly assist you.

9) Questions concerning invoices and payment process

For questions concerning invoices and the payment process or in the event of problems the respective contact details and local response times are listed in the following ANNEX.

ANNEX: Billing addresses, delivery addresses, support contact

Billing address	VAT	Delivery address	Contact
Carl Zeiss A/S Bregnerødvej 133 A 3460 Birkerød	DK84786217	Carl Zeiss A/S Bregnerødvej 133 A 3460 Birkerød	Nordic_APTeam@zeiss.com
Carl Zeiss OY Läntäjantie 3 01530 Vantaa	FI21540268	Carl Zeiss OY Läntäjantie 3 01530 Vantaa	Nordic_APTeam@zeiss.com
Carl Zeiss AS Sørumsgata 5 2000 Lillestrøm	NO991011552MVA	Carl Zeiss AS Sørumsgata 5 2000 Lillestrøm	Nordic_APTeam@zeiss.com
Carl Zeiss AB Tegeluddsvägen 76 102 54 Stockholm	SE556035360801	Carl Zeiss AB Tegeluddsvägen 76 102 54 Stockholm	Nordic_APTeam@zeiss.com