



DB Cargo Scandinavia A/S
Spotorno Alle 12
DK - 2630 Taastrup

VAT no.: 26092485

e-mail: kreditor@deutschebahn.com

9. juni 2021

Dear business partner

Due to a replacement of an IT system in the accounting department, we would like to draw your attention to the following guidelines when sending invoices:

- Our purchase order must be applied on **all** invoices and credit notes, alternatively an e-mail address must be stated for the employee with DB Cargo Scandinavia A/S, who is in charge of the purchase.
- Invoices and any related documents must be combined in one PDF file - max. 300 pages per file
- Max. 20 invoices per e-mail og max. 15 MB in total
- Invoice / Credit note is sent to: dk.dl.vendor.invoices@deutschebahn.com
- External links in, for example, signatures are rejected in our spam filter - and the invoice will not arrive to our servers

Failure to comply with the above, causes a risk that the invoice / credit note will either not be received by us or that we will be forced to reject the document from the accounting department.

Account statements, reminders and other inquiries can be made to our English-speaking colleagues in Bucharest by e-mail: gl.dk@deutschebahn.com

Thank you in advance!

Best regards,
Finance



DB Cargo Scandinavia A/S
Spotorno Allé 12
DK-2630 Taastrup