

# Sunweb Group

## Invoice Requirements

1. **Sunweb Group GmbH** company details:
  - Sunweb Group GmbH
  - Att. Accounts Payable
  - Schützengasse 4
  - CH-8001 Zürich, Switzerland
  - VAT number: CHE-178.977.909 MWST
2. Your company details, as mentioned in the contract:
  - Name of your company/Accommodation name
  - Address
  - Place of residence
  - Telephone number
  - Your financial mail address
  - VAT identification number
2. Your bank details, as mentioned in the contract:
  - IBAN number (EU countries) or Bank account number
  - BIC code of the bank (former SWIFT-code)
  - Account holder
  - Place of residence
3. Unique invoice number, also over different years
4. Our booking number(s), consisting of 7 numbers
5. Service start - and end date
6. Name of client(s)
7. Clear description of the service
8. Price and quantity, according to the contract please specify:
  - The contract rate
  - Special offers
  - Any early booking discounts)
9. Currency
10. Invoice can only be sent on the arrival date onwards (also in case of cancellations)
11. Invoice needs to be in PDF-format
12. Only 1 invoice can be sent per PDF file
13. Invoice in PDF should not exceed 5MB
14. Invoice in PDF format should be sent to [PDFinvoice@sunwebgroup.com](mailto:PDFinvoice@sunwebgroup.com) (only for PDF invoices)
15. Preference for invoices in the English language
16. Preference for invoices in A4 format
17. Links or ZIP files are not accepted
18. Don't send your vouchers or rooming lists separately, these will not be accepted.
19. Invoices with Greek, Arabic or non-Latin characters will not be accepted, unless translated in English in the same invoice.
20. Any deductions of prepayments should not be mentioned on the invoice. Always invoice 100% of the total booking costs on the invoice
21. Handwritten invoices are not accepted
22. For guarantee payments (excluding turnover guarantee) we should not receive invoices
23. Proforma invoices or invoices with duplicate, copia or other expressions for duplicate are not accepted

Sunweb Group GmbH  
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CH-8001 ZÜRICH  
SWITZERLAND  
[AP@Sunwebgroup.com](mailto:AP@Sunwebgroup.com) (for communication purpose)

