

# How to invoice us:

Ricardo highly estimates its relationship with suppliers. In order to guarantee an efficient and quick processing of invoices, we are committed to improving and automating our invoice processing process.

In an effort to make our invoicing process more efficient, from January 2023 we are only accepting digital invoices (pdf format, e-bill) sent per email. The implementation of digital invoices brings the following benefits:

- Reduces invoice processing time
- Provides timely notification of any potential invoicing discrepancies or issues
- Enables quick invoice problem resolution minimizing payment delays
- Reduces processing errors

## Invoicing requirements

### General principles

All invoices submitted to Ricardo must comply with Ricardo's invoicing standard. If the requirements are not met, the invoices will be returned to the supplier.

Invoices must be sent digitally (pdf format or as e-bills) to: **invoices@ricardo.ch**

### Billing address

Ricardo AG  
Theilerstrasse 1A  
6300 Zug

- For each invoice, including attachments, one PDF file must be submitted via email.
- The essential information must be stated on the PDF invoice.
- The email is ignored (both the email text and the subject line).

## The invoice must include the following information

### Supplier information

- Address
- VAT number (if available)
- Invoice number
- Invoice date
- Telephone number / email address

## Reference information: contact person in the Ricardo organisation

- Name and/or email address
- Purchase order number (if applicable)

Information for account assignment. One of the following cost objects must be included on the invoice:

- Cost Center (Format CC 1234)
- Campaign (Format CA 23456)
- Project (Format PR 34567)

## Key information

- Designation of position
- Period of performance (service)
- Unit of measurement (if applicable)
- Price per unit
- Net amount
- Tax amounts and rates
- Gross amount
- Currency

**For uncertainty regarding invoice addresses, cost centers, etc. please contact your business partner.**