

How to invoice us:

Flatfox and its affiliates highly estimate 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 2025 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 Flatfox must comply with Flatfox' 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@flatfox.ch**

Billing address

Flatfox AG
c/o SMG Swiss Marketplace Group AG
Thurgauerstrasse 36
8050 Zürich

- 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 Flatfox

- 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.