Zimmer GmbH

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CH-8404 Winterthur
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Fax +41 (0)52 244 86 40
www.zimmerbiomet.com

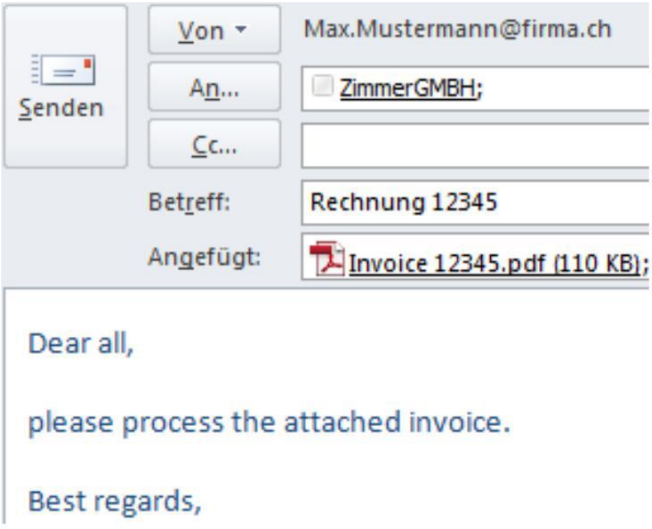
Electronic invoicing via e-mail

1. Technical and invoice content requirements

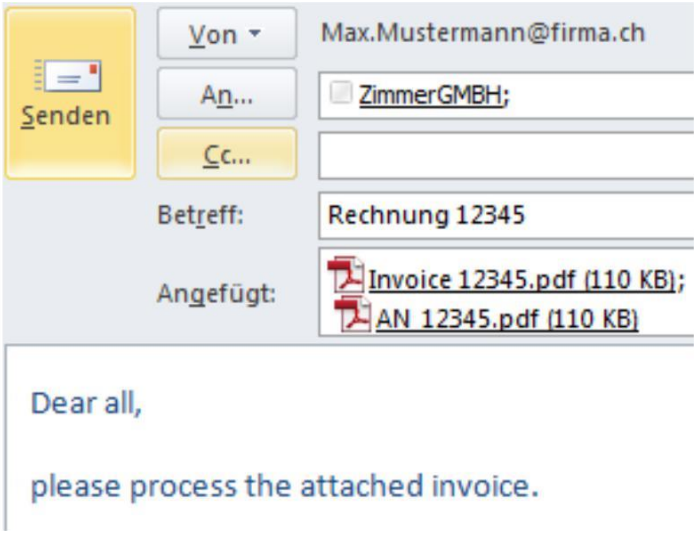
- Invoices must be received in PDF or PDF/A format, multi-paged invoices are received as multi-paged documents in a file
- Additional documents (e.g. attachments) must be added in one or more files in PDF or PDF/A format to the e-mail and separated from the invoice document
- Only one invoice document may be sent per one e-mail, meaning only one file for the invoice and (if applicable) one or more files for attachment documents may be sent
- The sent files may not be password protected
- The invoices are sent from a unique and non-personalized mailbox
- **In order to achieve accurate vendor identification, please indicate up to three non-personalized mailboxes in the attached letter of agreement, from which you will be sending the invoices to Zimmer.**

- The file name of the invoice document must be unique. If you add any attachment(s) the attachment may be distinguished by a prefix in the file name, such as **AT_** or **AN_**

Example: Invoice 123456789.pdf,
Example without attachment



Attachment = **AT**_98765.pdf,
Example with attachment



ZIMMER BIOMET
Your progress. Our promise.™

We request that you send the invoices in compliance with the listed requirements to the following e-mail addresses:

Invoices issued to **Zimmer GmbH**:
ZimmerGmbh@zimmerbiomet.com

Invoices issued to **Zimmer Switzerland Manufacturing GmbH**:
ZimmerManufacturing@zimmerbiomet.com

Kindly note that **statements or reminders** of overdue / open invoices **must not** be sent to these e-mail addresses but to accountspayablechhub@zimmerbiomet.com instead!

Invoices issued to **Zimmer GmbH** must contain the following invoice address:
Zimmer GmbH
Sulzer-Allee 8
CH-8404 Winterthur, Switzerland

Invoices issued to **Zimmer Switzerland Manufacturing GmbH** must contain the following invoice address:
Zimmer Switzerland Manufacturing GmbH
Sulzer-Allee 8
CH-8404 Winterthur, Switzerland

In order to accelerate the process of allocating your invoice, please always include either a Purchase Order number or your client's cost center as a reference, if applicable.