

## Leaflet on sending invoices to Harbour Energy Germany GmbH

The following options for submitting invoices apply in order of priority:

- 1) via the Coupa Supplier Portal at <https://supplier.coupahost.com/sessions/new>  
(only possible in conjunction with a Coupa PO)
- 2) by email to [invoice.germany@harbourenergy.com](mailto:invoice.germany@harbourenergy.com)

Please note the following requirements for transmission by email.

- We only accept invoices as PDF files or as e-invoices in a structured electronic format in accordance with EN 16931.
- It is not permitted to send an invoice in different formats.
- Only one PDF file or e-invoice may be sent per email.
- All billing documents must be included in the invoice file.
- Each invoice must be sent in a separate email.
- The file must not be protected or encrypted.
- The file must not be larger than 13 MB.
- These requirements also apply to credit notes.

The above email address is only authorised for receiving invoices and credit notes. Please send all other correspondence relating to invoices or credit notes to [rechnungspruefung.germany@harbourenergy.com](mailto:rechnungspruefung.germany@harbourenergy.com)

To ensure that your invoices and credit notes are processed as quickly as possible, please always state our PO number and the name of our requester on the invoice or credit note.

Status as of September 2025