



## Transfer of invoices in electronic form

status: 01.12.2022

Please send your invoice or credit note for the

Max-Planck-Institut für Plasmaphysik  
Boltzmannstraße 2, 85748 Garching b. München

to the email address:

**invoice-plas@gv.mpg.de**

Rules to follow for successful processing of your invoice/credit note:

- Accepted file formats (unencrypted !): PDF, PDF/A, ZUGFeRD, XInvoice
- Accepted documents: invoices and credit notes with attachments
- Only one invoice per mail
- Invoice file name any, but not beginning with "AN" or "AT"
- Invoice attachments in the same mail
- File name of invoice attachments beginning with "AN" or "AT".

Further notes:

- Please state our order number or contact person.
- One invoice per order
- No self-scanned paper invoices
- Only attachments are processed, mail texts are ignored.

Please direct any queries regarding the processing status or payment of your invoice to:

**Buchhaltung@ipp.mpg.de**

Further information and contact persons can be found on our website

**<https://www.ipp.mpg.de/erechnung>**