

**Date:** 24.07.2025

**Subject: Information on correct invoicing**

Dear Sir or Madam

In order to ensure smooth and prompt processing of your invoices, we kindly ask you to note the following points when invoicing in future:

1. The customer/contact person at GW must be stated on the invoice
2. If available, the order number must be stated on the invoice
3. Please include the reference text from the order if possible
4. Quantity and standard description of the items or type and scope of services. The period of service or delivery date must be clearly stated on the invoice
5. Please include the contract number on the invoice, if available.
6. For hardware deliveries, the serial numbers must always be stated on the invoice, e.g. routers, switches, monitors, notebooks, smartphones, etc.
7. Please send your invoices exclusively to the email addresses specified on the order
8. The full invoice address can be found on the order.
9. Name and full address of the performing contractor
10. Each invoice must contain a unique invoice number and the date of issue.
11. VAT identification number (VAT number) of the issuer of the invoice
12. UID number of the recipient of the service (on invoices with a total amount exceeding EUR 10,000 including VAT, as well as for intra-Community deliveries).
13. Remuneration for the delivery/other service and the applicable tax rate or, in the case of tax exemption, a reference to this. As well as the amount of tax payable on the remuneration
14. Your current bank details for the transfer of the invoice amount must be stated on the invoice.

Incomplete or incorrect invoices may lead to delays in processing and payment. We thank you for your support and cooperation.