**AGREEMENT FOR ELECTRONIC INVOICING**

Pursuant to § 71 paragraph 1 letter b) Act no. 222/2004 Coll. on value added tax as amended

|  |  |
| --- | --- |
| **Supplier** |  |
| Registered name of legal entity |  |
| Country Key (Country of operation) |  |
| Address |  |
| Company Registry Number |  |
| Tax identification number |  |
| Representative |  |
| E-mail adress from where the invoices will be sent | @ |
| Does the invoice have any attachment(s)? |  |
| Format of attachment(s) |  |
| Contact for the person responsible for e-invoice setup | @ |

**By signing this Agreement, the Supplier confirms that in accordance with the provisions of § 71 par. 1 letter. b) Act no. 222/2004 Coll. about value added tax, as amended, will send invoices to SLOVNAFT, a.s. in electronic form and is fully familiar with the legal regulations of electronic invoicing. At the same time, the Supplier confirms that it agrees with the terms of sending them, listed below, and acknowledges that sending the electronic invoice in the correct way is its own responsibility.**

The acting person confirms with her/his signature that she/he is authorized to act on behalf of the Supplier in this matter.

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Place and Date Signature and Stamp

**Terms and conditions of sending electronic invoices:**

* The electronic invoice in accordance with the provisions of § 71 par. 1 letter. b) Act no. 222/2004 Coll. on value added tax qualifies as ***tax document.***
* The supplier undertakes to send the electronic invoice from the e-mail address mentioned above and deliver it to the e-mail address [***SLdodavatelia@slovnaft.sk***](mailto:SLdodavatelia@slovnaft.sk)***.***
* The supplier declares that it has exclusive access to the defined e-mail address and undertakes to inform SLOVNAFT, a.s., in writing, about any changes affecting the sending of electronic invoices (in particular, changing the e-mail from which electronic invoices will be sent, the structure of the invoice label, etc.). Changes will be announced by the supplier by sending this agreement (notification of changes) with new data.
* An electronic invoice ***is only accepted*** if it is sent via the registered ***e-mail address specified in this agreement.***
* The electronic invoice must be in PDF format (***acceptable PDF version is 1.4 or higher; version 1.7 is recommended***). We also accept PDF invoices without an electronic signature.
* Every invoice must be sent in a separate email (e.g., five (5) invoices created on the same day ***must be sent in five (5) separate emails)***.
* The first attachment in every email ***must be the invoice copy***, any other attachment can be attached after it.
* The supplier acknowledges that if the email sent to the reserved email address does not meet the requirements, an error message will be sent and the invoice will not be processed. In the event of any error caused by the supplier, the supplier is obliged to make the correction and send the invoice electronically again.
* The e-mail address of the invoice recipient is only ***technical,*** it does not process other types of documentation other than ***invoices and attachments***. Therefore, only ***invoices*** and ***attachments*** can be sent to this address, all other types of mail (***account statements, payment reminders, information letters, etc***.) will be ***automatically deleted.***
* For other communication please use the following e-mail address: [***skaccountspayable@mol.hu***](mailto:skaccountspayable@mol.hu)***.***
* The completed and signed agreement must be sent to [***eszamlafogadas@MOL.hu***](mailto:eszamlafogadas@MOL.hu). The supplier may send electronic invoices from the day of successful completion of testing, of which the supplier will be informed in writing.