

## „E-Billing“

### Additional agreement for billing by e-mail to the transport order

with the tracking number: \_\_\_\_\_

Payment is made in accordance with the terms of the transportation order upon receipt of the invoice and upon receiving all fully endorsed freight documents (weight certificates, delivery notes, bills of lading, etc.) in their original quality

by email to: **e-billing.GLA@getra-logistics.com**

Invoices with incomplete or deficient delivery records will be declined for our relief. Please note that we explicitly do not accept faxes or mobile photos of the freight documents for billing purposes. **The freight documents must be scanned in color with a minimum resolution of 200 dpi** and electronically submitted to us via email.

For each transportation order, please send us a separate email. Include only our 8-digit „Sendungsnummer“ in the subject of your email. Attach your invoice and the freight documents as two separate PDF files.

If you are sending us a consolidated invoice, include only your „Frachtführer-ID“ in the subject of your email and attach all the freight documents in individual PDF files, each named after their respective shipment numbers.

If this agreement is not complied with, the condition specified in the transport order for billing by freight invoice and transport documents in original by post shall automatically apply.

In order for this agreement to become valid, please confirm it with your signature and send it back directly to your client by e-mail. This agreement applies once and is not transferable to subsequent orders.

**Please make sure to include this agreement with the e-mail with your invoice!**

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Date, company stamp & signature of the contractor