

## „E-Billing“

### Agreement for billing via email für transport order

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

(not transferable to subsequent orders)

Payment will be made in accordance with the terms of the transport order upon receipt of the invoice and all fully acknowledged freight documents (weight notes, delivery notes, waybills, etc.) in original quality.

**by email to: [e-billing.GLA@getra-logistics.com](mailto:e-billing.GLA@getra-logistics.com)**

Invoices with incomplete or defective delivery documents will be rejected and unbooked for our relief. We expressly do not accept faxes or mobile phone photos of the freight documents for billing. **All freight documents must be scanned in color and with a minimum resolution of 200 dpi** and transmitted to us electronically via email exclusively to the corresponding email address.

Please send us a separate email for each transport order. In the subject line of your email, please only mention our 8-digit „Sendungsnummer“ . Attach your invoice and freight documents as separate PDF files.

If you are sending us a collective invoice, please indicate your GETRA carrier ID in the subject line of your email and attach all freight documents as individual PDF files named according to the respective shipment numbers.

If this agreement is not adhered to, the billing condition specified in the transport order will automatically apply, which requires the invoice and freight documents in original form to be sent by post.

Please confirm this agreement with your signature and return it directly to your client via email. This agreement becomes valid only once we return it to you signed. This agreement is valid for one time only and is not transferable to subsequent orders. The client can terminate this agreement at any time without giving reasons.

**Please make sure to attach this agreement to the email with your invoice!**

\_\_\_\_\_  
Date, company stamp & signature  
of the contractor

\_\_\_\_\_  
Date, company stamp & signature  
of the client