

Invoices to TX Group - Key Information at a Glance



To ensure fast and correct processing, invoices must be **addressed to the central invoice reception**. All further details and special cases are available on our [homepage](#).

Mandatory information on each invoice

- Name or email address of the ordering person
- Cost object (e. g. **CC0**1234, **PR5**1234, **CA8**1234, **SA**1234, **AC**123, **GG**-12345, **PO**-123456)
- Mandatory information in accordance with the Swiss Code of Obligations and VAT Act incl. delivery date or service period

Note: Invoices sent directly to employees or modified by hand cannot be processed.

Central invoice reception address:

*[Name of the legal entity of TX Group]
Central Invoice Receipt
P.O. Box
8021 Zürich*

Invoice submission

- **Preferably digital** to invoices@tx.group
- One PDF file per invoice including attachments (e.g. declaration of independence, QR payment slip, reports, delivery notes, etc.), must be submitted by email.
- Essential information must be included in the PDF invoice itself (email text or subject will not be considered).

Contact

Questions regarding invoicing:
accounts.payable@tx.group