*[Company name]*

*[Name of contact person]*

*[Street, house number]*

*[Postcode, town]*

*[Recipient company name]*

*[Name of contact person]*

*[Street, house number]*

*[Postcode, town]*

**We are switching to electronic invoice receipt – connect now!**

*[Dear Sir or Madam]*

We have laid the foundations for working with you to digitize and simplify our processes: from now on, we will accept invoices from our suppliers electronically via the PostFinance interface.

Please send all invoices to us exclusively in electronic format as B2B electronic invoices from [Datum].

To do so, you have the following options:

* Do you already use B2B e-bills? Please send all future invoices via PostFinance to our Payer ID [*Specification of Payer ID*].

We kindly ask you to write a brief e-mail to [*email@email.ch*] before you submit your first invoice.

* Do you not yet use B2B e-bills? You will find additional information on digital invoicing processes at postfinance.ch/e-bill.

We look forward to continuing our good business relationship with you and would be happy to help if you have any further questions.

Kind regards

[Company, name of contact person, signature]