



ŽELEZNICE SLOVENSKEJ REPUBLIKY
DIRECTORATE GENERAL,
DEPARTMENT OF FINANCE, ACCOUNTING AND TAXATION
Klemensova 8, 813 61 Bratislava 1

Dear Business Partner – suppliers,

Železnice Slovenskej republiky (hereinafter referred to as „ŽSR“) **accepts the receipt of electronic invoices in PDF format via an electronic mailbox.**

The following rules apply to electronic invoices:

- one e-mail can contain a **maximum of 1 PDF invoice**, the maximum e-mail size is **25 MB**, an electronic invoice with a size of more than 25 MB cannot be accepted
- the PDF invoice must be **attached to the e-mail** and **must not be password protected**
- we recommend that the attachments to the invoice (delivery note, list of works, acceptance protocol, etc.) were part of the invoice file - in this case **the attachments must follow the invoice**
- if the attachments to the invoice are as separate files, these attachments must be attached in the e-mail **after the invoice file**, files can be in PDF, TIFF and other image formats. Attachments (office program files in xls, doc, ...) will not be processed.

If your company, as a ŽSR supplier, is interested in sending electronic invoices, it is necessary that you deliver your request together with the "Consent to send an electronic invoice" to a special e-mail address: e-faktura.info@zsr.sk or in writing to the address of the central receipt of supplier electronic invoices:

Železnice Slovenskej republiky
Účelové stredisko - Účtovné centrum Žilina
Ul. 1. Mája 34
010 01 Žilina

Your request will be verified in terms of content and form by the central invoice receipt office.

You will be informed about the processing of your request at the contact details provided by you. On the day of signing the "Consent to send an electronic invoice" by authorized persons of ŽSR, you, as our supplier, have the opportunity to send e-invoices to the e-mail address e-faktura.dodavatel@zsr.sk.

We would like to inform you that the electronic invoice sent by you must contain the requisites in accordance with the valid laws of the Slovak Republic, our order number, bank details, confirmed delivery / acceptance letter / protocol by the recipient of the service or material. If your e-invoice does not contain the above-mentioned details, it will not be accepted by ŽSR and will be returned to you for completion to the e-mail address through which you sent the e-invoice.

Address your questions or comments regarding to sending e-invoices to a special e-mail address: e-faktura.info@zsr.sk.

Best regards

Ing. Krupcová Jana, signed
Director of the Department of Finance,
Accounting and Taxation