

Dear Sir or Madam,

Paper invoicing has always been a labor and cost intensive process for both you, our valued supplier, and to GIA-S. Invoices are often lost in transit or routed to the incorrect location, thereby delaying payment. To ensure on-time payment to you, GIA-S has implemented an electronic document system.

This means that from now on, you can send us your invoices and order confirmations to specific emails, thereby making sure, that we receive the documents the same day and without the risk of it getting lost.

Please fill out the following form, so that we can set up the document automation.

Our email address for Invoices: **invoice@gia.si**

Is the sender Email always the same? Yes No

(if the sender email is **not** always the same, please write all possible sender emails below)

Sender Email(s):

Our email address for order confirmations: **orderconfirmation@gia.si**

Is the sender Email always the same? Yes No

(if the sender email is **not** always the same, please write all possible sender emails below)

Sender Email(s):

Please make sure, that you **only send the designated document** types to these Email addresses, otherwise your invoice or order confirmation might not pass the system filters. All other documents can be sent to import@gia.si.

Thank you for your support of this critical initiative. We at GIA-S appreciate your attention to this matter and look forward to receiving your invoices electronically. If you have any further questions on this matter, please do not hesitate to contact us at info@gia.si.

With regards,

Ladislav Krevs, CEO