

To
all business partners of the
porta group of companies

**Context: Growth Opportunities Act / e-invoicing:
Supplementary agreement for the exchange of
conventional invoices within the statutory
transitional period from 1 Jan. 2025 to 31 Dec. 2026**

Dear business partner(s),

the Growth Opportunities Act stipulates, among other things, that B2B business partners must be able to receive and process electronic invoices by 1 January 2025. At the same time, the law leaves room for the exchange of so-called 'other' invoices, i.e. conventional invoices in paper form, in PDF format or in the current version of the EDI-INVOICE format, provided that the invoice recipients agree to this.

Against this background, we would like to conclude the following supplementary agreement with you:

- (1) Porta Service & Beratungs GmbH & Co. KG declares its consent on behalf of all porta companies to continue to accept invoices in the previously agreed format during the transition period from 1 January 2025 to 31 December 2026, either in paper form, in PDF format or via EDI-INVOICE.
- (2) With regard to invoices issued by porta, the business partner declares its consent to continue to accept invoices in paper form, in PDF format or via EDI during the transition period from 1 January 2025 to 31 December 2026.

**Porta Service & Beratungs
GmbH & Co. KG**

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Sitz: Porta Westfalica

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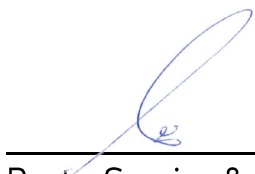
Pers. haft. Gesellschafterin
Porta Service & Beratungs
Beteiligungs GmbH
Amtsgericht Bad Oeynhausen
HRB 4585
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Geschäftsführer
Andreas Meier, Frank Ullrich,
Recep Sari, Christine Behring

Bankverbindung
Commerzbank Herford
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DE59 4944 0043 0299 1016 00
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- (3) A changeover to the receipt or dispatch of e-invoices shall be agreed separately between the business partner and the relevant company of the porta group of companies with regard to time, format and transmission channel.
- (4) All other agreements/components of the current supply agreement between the parties shall remain unchanged.

Porta Westfalica, 10 December 2024



Porta Service & Beratungs GmbH & Co. KG

Company _____

Location _____, Date _____

(Signature)

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