



Magyar Telekom Plc.
Group Accounting Services Tribe
Postal address: 1438 Budapest, Pf.380

Information notice on Magyar Telekom Group's electronic invoice acceptance policy

Electronic invoices

According to the provisions of the VAT Act, an electronic invoice is any invoice containing the information required by the Act while issued and received in an electronic format.

If the issue of the electronic invoice is not subject to the Hungarian law the relevant national law shall apply.

Regardless of the invoicing address specified for the given transaction, Magyar Telekom Group accepts electronic invoices received in accordance with this notice as being in conformity with the relevant contract.

Member companies of the Magyar Telekom Group:

Tax number	Short name of MT Group companies	Long name of MT Group companies
10773381-2-44	Magyar Telekom Nyrt.	Magyar Telekom Távközlési Nyilvánosan Működő Részvénytársaság
12324969-2-43	KalászNet Kft.	Kalásznet Kábel TV Korlátolt Felelősségű Társaság
12928099-2-44	Telekom Rendszerintegráció Zrt.	Telekom Rendszerintegráció Zártkörűen Működő Részvénytársaság
10576641-2-41	Investel Zrt.	Investel Magyar Távközlési Befektetési Zártkörűen Működő Részvénytársaság
27783942-2-08	VGreen Kft.	VGreen Korlátolt Felelősségű Társaság

MT Group accepts electronic invoices through two channels:

- **Qualified electronic signature**
Receiving e-mail address: eszamla.mt@telekom.hu
- **Without qualified electronic signature**
Receiving e-mail address: szamla.tavnyomtatasi@telekom.hu

1. Receiving electronic invoices with qualified electronic signature following prior registration

Receiving e-mail address: eszamla.mt@telekom.hu

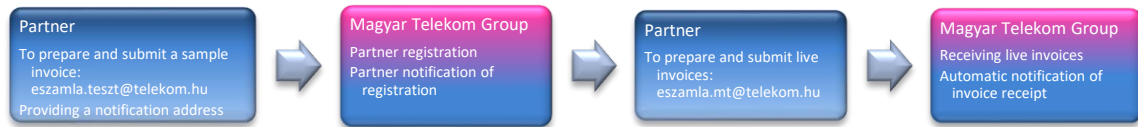
Formal requirements for the acceptance of an invoice

The invoice format submitted must meet all requirements listed below. If any of these conditions are not met, the invoice will not be accepted [through this channel](#). Invoices without qualified electronic signature will be accepted as described in point 2.

- Only **one** invoice and any number of attachments can be sent in one e-mail, and the attachments must be sent in the same e-mail as the invoice.
- The first attachment is the invoice for MT Group, followed by the annexes.
- When sending several invoice file formats (PDF, XML) together, the data content must be identical.
- In all cases, the data content of the data files (XML) is considered official for processing.
- If a data file (XML) is not received, or if it does not contain all the data required for accounting, the data is extracted from the text invoice file (PDF).
- The invoice PDF must be a text file, **electronically readable**, and equipped **with a qualified electronic signature**.
- An image-based (e.g. jpg) or scanned PDF will be rejected if the **PDF file is not accompanied by a data file containing all the information required to accept the invoice** (e.g. bank account number, PO, RE-FX contract number, WBS element).
- **The system does not download content from a website.**
- Container invoices are not accepted.
- Files sent to the Company must not be encrypted or password protected.
- For the identification of the invoice, the PO number/project code/WBS/RE-FX contract must always be indicated on the invoice.



The process of registering an e-invoice



Registration in the electronic invoice acceptance system

To be registered into our system you must send the below types of sample invoices to eszamla.teszt@telekom.hu. The format of the sample invoices and the subsequent live invoices must match.

Invoice types:

- one invoice per currency denomination
- cancellation/correction invoice if different from the normal invoice format

For a successful registration the sample invoices must contain actual supplier and customer data as well as the mandatory content of the invoice.

Within 5 working days upon receipt of the sample invoice we will send a notification to the e-mail address you specify, or in the absence of an e-mail address, to the e-mail address of the person who sent it, calling your attention that we are ready to receive your live electronic invoices and what further information is required.

Sending electronic invoices in live mode

After successful registration the electronic invoices and related attachments, **sent as one email**, are received at eszamla.mt@telekom.hu.

Upon receipt of the electronic invoice, the system will send a notification of successful or unsuccessful processing thereof to the e-mail address provided. If you do not receive a response within 2 working days, please contact us at the contact address (see. Contact).

The eszamla.mt@telekom.hu e-mail address is only used for receiving **invoices with qualified electronic signature**, non-invoice types of e-mails will be deleted. For further requests or provision of information, please use the contact details below (see Contact).

To do in the event of a change on invoice issuer side

Changes on issuer side must be reflected in our receiving system. Magyar Telekom Group shall be notified of the changes before they take effect at the eszamla.teszt@telekom.hu email address by sending new sample invoices. This is necessary because invoices in the new format are not automatically accepted.

Types of changes:

- introduction of new invoicing software
- use of two invoicing systems in parallel
- changed invoice format
- a new invoice image is introduced besides the existing one
- new sender or feedback e-mail address

2. Receiving electronic invoices without qualified electronic signature via e-mail

Receiving e-mail address: szamla.tavnyomtat@telekom.hu

Formal requirements for the receipt of invoices **without qualified electronic signature**:

- Only **one** invoice and any number of attachments can be sent in one e-mail, and the attachments must be sent in the same e-mail as the invoice.
- The first attachment is the invoice for MT Group, followed by the annexes.
- The invoice will be rejected if it **contains a qualified electronic signature** (for the receipt of such invoices please see point 1 above).
- **The system does not download content from a website.**
- Container invoices are not accepted.
- Files sent to the Company must not be encrypted or password protected.
- The system does not send confirmation of receipt.



All invoices issued to MT Group must include the PO number/project code/WBS/RE-FX contract/contact person for invoice identification.

The szamla.tavnyomtatas@telekom.hu e-mail address is only for receiving invoices without qualified electronic signature, non-invoice e-mails will be deleted. For further requests or provision of information, please use the contact details below (see Contact).

Legal consequences of using the system

Acceptance of the terms and conditions of e-invoicing

If the issuer of the invoice follows the process steps for issuing the invoice electronically Magyar Telekom Group deems that the issuer accepted the requirements and limitations of liability set out herein. If necessary, Magyar Telekom Group initiates the amendment of the contract on which the issue of the invoice is based.

Limitations of Liability

If the issuer of the invoice does not act in accordance with the above described procedure following the receipt of the terms and conditions of electronic invoicing, the issuer shall not be entitled to enforce any claim against Magyar Telekom Group arising from the non-contractual processing of the invoice.

Contact

Electronic receipt of invoices: eszamla.ugyelet@telekom.hu

Request of information on the process of electronic invoice acceptance, sample and live invoices.

Invoice status: FMB.FMB-DTSE-SK-AP-REQUEST@telekom.com

Request for information on the status and settlement of an accepted invoice, payment advice note request, request for payment of a balance, payment notice