

The European Defence Agency accepts for invoices to be submitted through electronic means to initiate the payment process.

Invoices and/or payment requests shall be submitted, along with all contractually required documents to the following e-mail address: [invoices@eda.europa.eu](mailto:invoices@eda.europa.eu). In the absence of full documentation as detailed in the contract, the payment will not be initiated and processed i.e. it will be suspended and/or rejected depending on the nature of the missing information.

You will, in case of rejection or suspension of your invoice/payment request, be informed without delay.

In case invoices and/or payment requests are sent through electronic means, the contractor shall refrain from submitting such invoice/payment request in paper copy as well.

The EDA shall make the payment within the contractually agreed timeframe starting from the date upon which the contractor receives acknowledgment of the receipt of the submitted invoice.

The aforementioned e-mail address: [invoices@eda.europa.eu](mailto:invoices@eda.europa.eu) shall only be used for the purpose of sending invoices and/or payment requests.