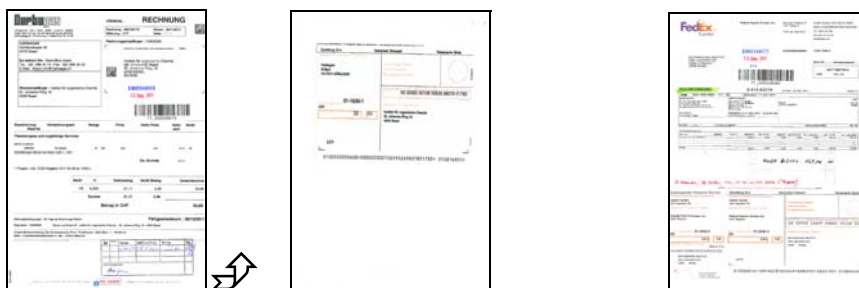


INFORMATION SHEET: Scannable Receipts

December 2011

To ensure that receipts can be archived (i.e., scanned) without difficulty, any such documents need to be prepared as follows:

- Please use **paper clips** only to attach together supplier invoices.
- Only use transparent **adhesive tape** (so-called cello tape, Scotch tape, or duct tape) to affix receipts to foolscap paper (DIN A4) (e.g., railway tickets, taxi receipts, airline tickets, restaurant receipts, remittance and pay-in slips etc.).
- **Do not use staples (Bostich) → Only use adhesive tape.**
- **Do not use glue sticks → Only use adhesive tape.**
- **Do not stick receipts over one other.**
- **Several receipts** may be stuck **onto the same page.**
- Receipts may be stuck onto the **front and reverse sides** of foolscap sheets (DIN A4).
- Other documents may be glued onto the **reverse side** of a supplier invoice if such a document is **white and blank** (i.e., contains no printed information).
- Remittance and pay-in slips **should not be detached** if they are an integral part of the front side of a payment document or invoice.



- **Do not use fluorescent markers** on any documents.
- Please note that **soiled documents impede legibility.**
- Wherever possible, documents should not bear handwritten comments or remarks.
- **Too many rubber-stamp marks** impede legibility.
- Please leave the **top right corner** empty for bar code labels.

For further information and enquiries, please contact:

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