

SRG SSR  
Directorate Finances  
Financial Operations  
Giacomettistrasse 1  
CH3000 Bern 16Phone +41 58 134 31 11  
E-mail [invoice@srgssr.ch](mailto:invoice@srgssr.ch)  
Direct line +41 58 136 20 38  
Date 16. November 2020**Billing address of the Swiss Broadcasting Corporation SRG SSR (Schweizerische Radio- und Fernsehgesellschaft SRG SSR) for the units below**

Dear Sir or Madam,

The Swiss Broadcasting Corporation SRG SSR has a central reception point for invoices.

**We ask you to submit invoices to us in accordance with the following 6 points:**

- ① **Depending on the recipient, send your invoice documents to the following billing address**

Unit	Billing address (inbox)	E-mail inbox (for delivery of PDF invoices)
<b>Schweizer Radio und Fernsehen SRF</b> (German-speaking Switzerland)	<b>SRG SSR @SRF</b> P.O. Box 1335 3000 BERN 16 SWITZERLAND	<b>invoice2000@srgssr.ch</b>
<b>Radiotelevisione svizzera RSI</b> (Italian-speaking Switzerland)	<b>SRG SSR @RSI</b> P.O. Box 1335 3000 BERN 16 SWITZERLAND	<b>Invoice5000@srgssr.ch</b>
<b>Radio Télévision Suisse RTS</b> (French-speaking Switzerland)	<b>SRG SSR @RTS</b> P.O. Box 1335 3000 BERN 16 SWITZERLAND	<b>Invoice4000@srgssr.ch</b>
<b>Radiotelevisiun Svizra Rumantscha RTR</b> (Romansch-speaking Switzerland)	<b>SRG SSR @RTR</b> P.O. Box 1335 3000 BERN 16 SWITZERLAND	<b>Invoice3000@srgssr.ch</b>
<b>SRG Generaldirektion</b>	<b>SRG SSR @GD</b> P.O. Box 1335 3000 BERN 16 SWITZERLAND	<b>Invoice1200@srgssr.ch</b>

<b>Business Unit Sport BUS</b>	<b>SRG SSR @BUS</b> P.O. Box 1335 3000 BERN 16 SWITZERLAND	<b>Invoice1300@srgssr.ch</b>
<b>Swissinfo</b>	<b>SRG SSR @SWI</b> P.O. Box 1335 3000 BERN 16 SWITZERLAND	<b>Invoice1400@srgssr.ch</b>
<b>Swiss TXT AG</b>	<b>Swiss TXT AG</b> P.O. Box 1335 3000 BERN 16 SWITZERLAND	<b>Invoice6100@srgssr.ch</b>
<b>Verein SRG Deutschschweiz (SRG.D)</b>	<b>SRG SSR @SRG Deutschschweiz</b> P.O. Box 1335 3000 BERN 16 SWITZERLAND	<b>Invoice9200@srgssr.ch</b>

② **Invoice by e-mail: please note our requirements for PDF invoices**

- Only one invoice per e-mail (one invoice = one PDF file = one e-mail)
- Invoices in PDF format only and with a maximum size of 1 megabyte
- Only PDF invoices and e-mails without digital signature

Invoices that do not meet these requirements cannot be processed by e-mail. In such cases, please send them by post for delivery in paper format.

③ **Please enter your client at SRG as an e-mail address**

The e-mail address of the person responsible for the invoice at SRG must be stated on the invoice. Examples:

Your reference: max.muster@srf.ch

Your reference: joseph.gauderon@rts.ch

Your reference: paolo.monte@rsi.ch

④ **Please provide our order number**

If it is an order for one of our purchases, please make sure you give the order number of our purchase. For example:

Your order number: 6100094296

⑤ **Provide identification**

If possible, please enter your bank or postal account info (IBAN No. **and** BIC-no. / SWIFT-Code) and your VAT no. For example:

IBAN: CH16 0483 5011 4053 8100 2

BIC: CRESCHZZ80A

UID: CHE-116.268.856 MWST (e.g. for Switzerland) / DE812106696 (e.g. for Germany)

⑥ **Please issue VAT conformant invoices**

Please only provide us with invoices that comply with VAT regulations. Please note that we only accept VAT invoices from the EU area in paper format.

**In summary:**

Please only send invoice documents (invoices, credit notes, payments on account, etc.) to the addresses given. All other correspondence or good deliveries must be sent to the usual addresses.

Do you need more information? Contact us:

E-mail: [invoice@srgssr.ch](mailto:invoice@srgssr.ch)

Phone Deutsch/English: +41 58 136 20 38

Tél. français: +41 58 136 20 39

Tel. Italiano: +41 58 136 20 40

Thank you for your cooperation.

Yours faithfully  
(Unsigned letter)