

**In order to issue an invoice for the payment of the participation fee, the following information must be sent to e-mail: [sai.bg.office@gmail.com](mailto:sai.bg.office@gmail.com):**

1. **Paid amount/fee** for your participation in the conference.
2. **Number and title** of your paper.
3. **Recipient of the invoice** – name of the university, organization or individual who paid the fee, who should receive an expense document/invoice for the payment.
4. **City, country.**
5. **Address** of the university, organization or individual who paid the fee.
6. **VAT number** of the university or organization that paid the fee.
7. **Uniform Identification Code** – if the university or organization has such a code.
8. **Financially responsible person** from the university or organization that paid the fee.
9. **E-mail** to which to send the invoice when we issue it.

The university, organization or individual paying the conference participation fee must indicate on the payment order the name of the participant, the number and the title of the paper.

**According to the laws of the Republic of Bulgaria, an invoice must be issued for each payment received within five days of the payment date, regardless of whether this invoice is needed by the conference participant.**