



ELECTRONIC INVOICES IN PDF FORMAT VIA E-MAIL

Secure, efficient, and environmentally friendly

We are offering you, our suppliers, the option of sending your invoices to us in PDF format via e-mail. Sending invoices electronically is the fast, secure, and efficient alternative to post and fax. By using electronic PDF invoices, you will be able to optimize your existing business processes.

Advantages:

- **Reduces the internal workload:** Time-consuming steps (e.g., printing the invoice and putting it in an envelope) can be omitted from the invoicing process.
- **Reduces postage costs:** There are no postage costs at all when invoices are sent via e-mail.
- **Fast delivery:** Your invoice will be delivered much more quickly than a conventional paper invoice.
- **Fast checking of invoices:** Invoices in electronic format can be checked more quickly and easily at MR than conventional paper invoices.
- **Helps to protect the environment:** Electronic PDF invoices actively help to conserve natural resources by cutting paper consumption and preventing transport emissions.

Further information:

Details of formats and contact information can be found in our **GUIDELINES** for sending PDF invoices.



GUIDELINES FOR SENDING PDF INVOICES TO MR

Please note the following when sending invoices in PDF format:

- Before sending your invoice as a PDF for the first time, the registration form must be filled out (so the relevant e-mail address can be whitelisted).
- Only files in PDF or PDF/A format can be processed.
- All data relating to one invoice (e.g., additional documents relevant for accounting purposes) must be contained in one PDF file. The following principle applies: One PDF or PDF/A file equals one invoice.
- Multiple invoices may be sent as separate PDF or PDF/A files in one e-mail.
- **If other files in different formats (e.g., Word, Excel, Power-Point) are attached to the e-mail, the entire e-mail will be rejected and the invoice will NOT be processed.**
- If an e-mail cannot be accepted in accordance with the proper procedure, you will receive an automatic reply to this effect. This means that the invoice has NOT been processed and must be sent again in accordance with the guidelines.
- Once you have switched over to sending invoices via e-mail, paper invoices must not be sent in parallel by post (additional work due to duplication).
- Please continue to send reminders in the conventional way (letter, fax, etc.).
- Contacts in the event of problems/questions:
Accounting: Ms. Meier Phone +49 941 4090-6857, e-mail: r.meier@reinhausen.com
IT: Mr. Juppe Phone +49 941 4090-2835, e-mail: t.juppe@reinhausen.com



REGISTRATION FORM FOR SENDING PDF INVOICES TO MR

Before we can process your invoice electronically, we need the following information:

Company: _____

Street address: _____

Town/city, zip code: _____

Supplier number: _____

Sender domain:

(e.g., @reinhausen.com – the domain from which the invoice is sent. This will ensure that the relevant address is whitelisted)

Who is the central contact for invoices?

First name: _____

Surname: _____

E-mail address: _____

Phone no.: _____

Place, date

Signature

Please send to:

Maschinenfabrik Reinhausen GmbH
Mr. Michael Goß/CPPF
Falkensteinstr. 8
93059 Regensburg, Germany
E-mail: m.goss@reinhausen.com

For technical questions:

Mr. Thomas Juppe/OIPA
Phone: +49/941/4090-2835
E-mail: t.juppe@reinhausen.com