

Specification for sending of invoices by e-mail

Invoices and credit notes have to be sent by the supplier as e-mail attachments to the defined e-mail address. The attached file will be extracted in an automated process and forwarded for further handling (archiving, invoice verification, etc.)






Only invoices and credit notes are allowed to be sent to the defined e-mail address. All other documents (for example order confirmations, reminders, delivery notes, guarantees, etc.) have to be delivered in the same way as in the past. This applies also to foreign VAT invoices that have to be submitted as original documents (in paper form).

To ensure correct handling of invoices /credit notes it is indispensable to comply with the specifications described in the following as otherwise processing of documents will not be possible.

- **Permitted formats of attached files: .PDF and .TIF (no encrypted files, no ZIP files)**
- **Every e-mail must contain only one invoice or credit note as file attachment. Text included in the e-mail will not be processed.**
- **Electronic signatures must not be included in file attachments.**

It is not allowed to send copies of invoices / credit notes in addition to original documents. Invoices and credit notes delivered by e-mail must not be sent again in paper form by mail. A confirmation e-mail will be sent to the sender automatically upon receipt of the invoice.

Address to be used for electronic invoicing by e-mail:

Invoice recipient		E-mail address of RE / GS
Reifenhäuser GmbH & Co. KG Maschinenfabrik		E_INVOICE@saprt-rtp100.reifenhauser.com
Reifenhäuser Cast Sheet Coating GmbH & Co. KG		
Reifenhäuser Extrusion Technology GmbH & Co. KG		
Reifenhäuser REICOFIL GmbH & Co. KG		
Reiloy Metall GmbH		

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