

Specification for the delivery of invoices by e-mail

Invoices and credit notes are sent by the supplier as an attachment to an e-mail to a defined e-mail address. The attached file is automatically extracted and transferred to the downstream processes (archiving, invoice verification, etc.).

Only invoices and credit notes may be sent to the defined e-mail address. All other documents (e.g. reminders, delivery bills, guarantees, etc.) must be delivered as before.

In order to be able to guarantee error-free processing of the invoices / credit notes, it is imperative to comply with the specifications described below. In case of deviations, the documents cannot be processed.

- **Permissible formats of file attachments: .PDF and .TIF (no encrypted files, no ZIP files)**
- **Invoices from Word (.doc) and Excel (.xlsx) cannot be processed.**
- **There should be only one invoice or credit note per e-mail in the file attachment. However, it is possible to process multiple invoices in one e-mail. Text contents of the e-mail will be attached to the invoice.**
- **Sending additional file attachments to the invoice such as timesheets, assembly reports or other relevant documents is generally possible. Please name the pdf file with the designation „Anhang“ or „attachment“.**
- **Electronic signatures should not be in the file attachment. These are no longer necessary since the 2011 Tax Simplification Act was passed.**
- **Copies of invoices/credit notes should not be sent in addition to the original documents.**
- **Invoices and credit notes that have been delivered by e-mail must not be re-delivered in paper form by mail.**

Addresses to use for electronic invoicing by e-mail:

Invoice recipient	E-mail address for invoices/credit notes
Reifenhäuser GmbH & Co. KG Maschinenfabrik	INVOICE@REIFENHAUSER.COM
Reifenhäuser Cast Sheet Coating GmbH & Co. KG	
Reifenhäuser Blown Film GmbH & Co. KG (Troisdorf)	
Reifenhäuser REICOFIL GmbH & Co. KG	
Reifenhäuser Reiloy GmbH	INVOICE@REIFENHAUSER-BF.COM
Reifenhäuser Extrusion Systems GmbH	
Reifenhäuser Blown Film GmbH & Co. KG (Worms)	INVOICE_ES@REIFENHAUSER.COM
Reifenhäuser Heinsberg GmbH	
Enka Tecnica GmbH	INVOICE@KDESIGN-WEB.DE
Kdesign GmbH	

Contact person for **technical** queries:

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