

Hanau, den 20.05.2014

Implementation Electronic Bill Collection

Ladies and Gentlemen,

We are pleased to let you know that we will introduce a new Electronic Data Processing (EDP) system **starting from 30.06.2014**. This new software will improve the efficiency in processing your invoices while minimizing errors and rework. In this context your invoices will be processed electronically. To assist us in this process you must convert your invoices to a .pdf – file and submit the file to our central email address Rechnungseingang@vacuumschmelze.com. Please be aware that only one attachment (invoice) per email is accepted.

Your invoices will be read and processed electronically. In order to be able to ensure a trouble free run, we ask you to consider the following basic requirements to the structure of bills and credit notes:

- Postal address: **VACUUMSCHMELZE GmbH & Co. KG**
Rechnungsprüfung
Grüner Weg 37
63450 Hanau
- **Do not** include contact information in the address field of a bill
- Include order number or client of VACUUMSCHMELZE GmbH & CO. KG
- Include order and delivery data (material number, scope of supply, delivery volume, delivery note date, delivery note number, etc.)
- Include single and total price
- Include terms of payment
- Include banking details and Sales tax identification number (without blank)

We would like to point out that bills which do not fulfill above mentioned requirements can not be processed in our new system and will be sent back to you immediately.

We thank you in advance for your understanding

With kind regards

VACUUMSCHMELZE GmbH & CO KG

VACUUMSCHMELZE GmbH & Co. KG
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E-Mail: info@vacuumschmelze.com
<http://www.vacuumschmelze.com>

Registered at Registergericht Hanau HRA 5479
Registered Office: Hanau

Liabile Partner (Persönlich haftende Gesellschafterin):
VAC Finanzierung GmbH
Registered at Registergericht Hanau HRB 91707
Registered Office: Hanau

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