

## **Leaflet for the electronic transmission of invoices and related credits in the Nagel-Group and their national companies**

In line with Industry Standards we have automated our invoice receipt process offering you the option to submit to us invoice documents via e-mail.

In future please submit all invoices issued to national German companies within the Nagel Group to the following e-mail address.

[e-invoice.de@nagel-group.com](mailto:e-invoice.de@nagel-group.com)

Please note the following mandatory parameters to ensure a smooth and error-free operation:

- Each e-mail may contain only one transaction for one invoice.
- Invoices and attachments must only be submitted as a PDF file.

### **Naming the PDF file:**

If the e-mail only includes the invoice PDF, the name can be selected as desired (e.g. RG 12346, 123456, AR-2015/1)

### **Naming the PDF file + attachments:**

If the e-mail contains the invoice + attachments, the invoice must begin with "INV\_"; all attachments with "ATT\_".

Attachments can only be processed in conjunction with an invoice and can not be added afterwards.

Invoice: INV\_ ( Invoices must begin with "INV\_")

Attachment: ATT\_ (Attachments must begin with "ATT\_")

If you are unable to submit the invoices according to our requirements please continue to submit your invoices and attachments via postal mail.

Should you have any further inquiries do not hesitate to contact us by:

Mail: [ibsc.kreditorenbuchhaltung@nagel-group.com](mailto:ibsc.kreditorenbuchhaltung@nagel-group.com)

Phone: +49 (0) 54 23 / 960 361

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