

Nagel-Group regulations for incoming invoices

We have standardised our accounts payable procedures with the aim of making invoice processing within Nagel-Group more efficient. We kindly ask you to comply with the requirements listed below to ensure that invoices are processed quickly.

Invoice requirements:

Please ensure that **invoices** include the **Nagel-Group order number** (beginning with 4100...). If you do not have an order number, please contact your respective contact person.

The order number must also be included on cancellation invoices and **credit notes**. Invoices that contain an incorrect order number, multiple order numbers or no order number at all will delay invoice processing and payment. If an invoice is addressed to a Nagel-Group company other than the one specified in the order, it will be rejected.

We also request that services and deliveries are invoiced promptly. Please ensure that the unit of measure (e.g. pieces, hours, litres, etc.) on the invoice matches the unit of measure on the order.

The following information must be included in an invoice/credit note:

1. Name, address and VAT/sales tax identification number of the supplier
2. Name and address of the recipient of the service
3. For deliveries and services to other EU countries: Name, address and VAT/sales tax identification number of the recipient of the service
4. Invoice date
5. Invoice number
6. Order number
7. Quantity and description of items or services
8. Date of delivery or service
9. Net amounts broken down by tax rates or a reference to any tax exemption claimed
10. VAT amounts: Please note the reverse charge procedure in accordance with §13b of the German Value Added Tax Act (UStG)
11. Bank details of the invoicing party
12. If invoiced by the recipient of the service, the word 'credit note' must be stated on the invoice

Where should the invoices be sent?

Please send all invoices by e-mail to **e-invoice.de@nagel-group.com**. Please note the following information to ensure smooth processing:

- **One delivery method:** Please select only one delivery method. If you use electronic transmission, there is no need to send a paper copy. Please never use both delivery methods at the same time.
- **One document per transaction:** Please ensure that only one file is sent per invoice, credit note or order. Multiple transactions in one file cannot be processed.
- **One e-mail per document:** Please send only one e-mail per invoice, credit note or order. Each transaction must be submitted in a separate file and e-mail.
- **PDF attachment:** If you want to send a PDF attachment with an invoice, please attach it to the e-mail with the corresponding PDF invoice. The PDF invoice and the PDF attachment must always be sent together in a single e-mail.
- **Naming the PDF attachment:** The PDF attachment must always begin with the prefix **ATT_** and the invoice with **INV_**.

Example: **ATT_Rg123456.**
 INV_RgAB263820

- **Other documents:** Other attached documents (such as quotations or reminders) and enquiries will not be processed. Please contact the accounts payable department directly at the e-mail address below.

Please send your invoice by e-mail and ensure that you comply with the following standards:

- Send the invoice to the designated Nagel-Group e-mail address (see next section).
- Issue the invoice to the correct Nagel-Group company
- An e-mail should not exceed **10 MB**.
- Submit e-invoices as PDF files (e.g. **ZUGFeRD**) or XML files (e.g. **X-Rechnung**). However, both file formats cannot be combined in one e-mail.
- In accordance with the relevant DIN EN 16931 standard, the following technical formats can be processed:
 - UBL 2.1 Invoice
 - UBL 2.1 Credit Note
 - UN/CEFACT Cross Industry Invoice

Comparison of the ZUGFeRD and X-Rechnung container formats

	ZUGFeRD	X-Rechnung
UBL 2.1 Invoice	Not possible	Possible
UBL 2.1 Credit Note	Not possible	Possible
UN/CEFACT Cross Industry Invoice	Possible	Possible
File format	.pdf	.xml

- Password-protected files cannot be processed.
- For e-invoices (XML files), attachments supporting the invoice (e.g. service certificates, PODs, etc.) should be embedded in the data record. Separate file attachments will not be assigned to the invoice.
- Enquiries must not be sent to the e-mail inbox.

Enquiries and support:

1. For technical submission of invoices, please contact our OCR key user team at:
 - a. E-mail: **FAT.OCR-Keyuser@nagel-group.com**
 - b. Tel. no.: **+49(0)5423960347**
2. If you have any questions about document processing status, payment status, reminders, etc., please contact **FAT.Kreditorenbuchhaltung@nagel-group.com**
3. If you do not have an order number, please contact your respective contact person at Nagel-Group.

Thank you for your support.