

Different companies in different locations, each with its own administration... this leaves us with a remarkable quantity of results.

Our **accounting department** is trying to get an overview of the multitude of data and information it has to process. That is why we are asking for your help, which will enable the department to process and pay everything on time.

May we ask you to make sure that, as of now, the necessary data are always correctly shown on the invoices sent to us?

- ✓ **The order form number if we have placed an order that way.**
- ✓ **Our article number (see order form).**

If possible, please forward the invoice in question in **PDF** and **XML** format. Here below, we are providing you with **the only correct invoicing details**. They can also be found on the order form, of course. We must really insist that **you use the proper address**, otherwise your invoices will not arrive.

- ✓ **Please send us one invoice at a time, and only to the respective e-billing address, not making use of a personal email address and/or the CC function.**
- ✓ **May we ask that you always forward invoices digitally, avoiding paper copies or a combination of both.**
- ✓ **Digital invoices shall only be processed if received through the right mailbox.**

Thanking you for a smooth prospective administration process, we are looking forward to an even more efficient cooperation.

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