

Requirements for the acceptance of electronic invoices

VOLLMER only accepts electronic invoices that comply with certain conditions and rules. These rules are described in the following section.

The acceptance of electronic invoices is limited to Vollmer Werke Maschinenfabrik GmbH in Biberach.

Rules and requirements (valid from 1st October 2013)

1. All electronic invoices must be sent to the following e-mail address:
invoices-vobi@vollmer-group.com
2. A **separate** e-mail must be sent for **each** invoice.
3. The electronic invoice **must** be in **PDF** format.
4. **Optional** attachments **in addition to** the invoice (e.g. terms and conditions, delivery notes, assembly reports, time sheets, etc.) must be combined in a single PDF file. This PDF file **must** be called "**attachment.pdf**".
5. A maximum of two files may be attached to the e-mail:
Invoice (file name freely selectable) + **invoice attachment** (must be called "attachment.pdf")
6. All further attachments and formats (.jpg, .tif, etc.) will be ignored or may cause problems when importing the invoice.
7. **Non-compliance** with these rules may cause **delays** in invoice processing or result in invoices **not being processed at all**.
8. If an invoice cannot be processed, VOLLMER will request a new invoice.

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