

# SUPPLIER INFORMATION FOR INVOICING

## 1. SENDING INVOICES AND SCOPE

The companies within the Bauerfeind company group outlined under point 2 process invoices that are received by mail in paper form or electronically via email as a PDF attachment. Electronic transmission provides you as a supplier with a rapid, cost-effective option for sending invoices as well as faster invoice processing.

For all other companies in the group, this directive does not apply.

## 2. SENDING INVOICES BY EMAIL

In order to participate in the process of electronic invoice transmission, compliance with the following criteria is required:

- Invoices must be sent exclusively to the following address: **e-invoice@bauerfeind.com**
- Please only send invoices or credit notes (no reminders, no delivery slips, no other written correspondence) to this address.
- Only invoices in "pdf" file format will be processed.
- One PDF document must be generated for each invoice (including the corresponding annexes).
- One email may include multiple invoices, up to a maximum of 10 MB.
- Explanatory annexes (e.g. proof of performance) must not be sent in different emails or files: instead, they must be included in the PDF document of the relevant invoice.
- Any other attached file formats along with the content of the email itself are not taken into consideration and will not lead to further processing.
- We are not able to process encrypted documents.
- Please send each invoice only once to the address listed above, and do not send documents by mail that have already been delivered electronically.

You can send electronic invoices within the meaning of this directive to the email address listed at the start for the following Bauerfeind companies:

Country	Company	Address	City
Deutschland	Bauerfeind AG	Triebeser Straße 16	07937 Zeulenroda-Triebes
Deutschland	Bauerfeind Produktion Zeulenroda GmbH & Co. KG	Triebeser Straße 16	07937 Zeulenroda-Triebes
Deutschland	Bauerfeind Fußorthopädie GmbH & Co. KG	Höhenweg 89	42897 Remscheid
Deutschland	Bauerfeind Technologie GmbH & Co. KG	Triebeser Straße 16	07937 Zeulenroda-Triebes
Deutschland	Bauerfeind Innovationszentrum GmbH & Co. KG	Triebeser Straße 16	07937 Zeulenroda-Triebes
Deutschland	Bauerfeind Beteiligungsgesellschaft mbH	Triebeser Straße 16	07937 Zeulenroda-Triebes
Deutschland	Bio-Seehotel Zeulenroda GmbH & Co. KG	Bauerfeind-Allee 1	07937 Zeulenroda-Triebes
Deutschland	EventZ GmbH	Bauerfeind-Allee 1	07937 Zeulenroda-Triebes
Deutschland	Uniprox GmbH & Co. KG	Heinrich-Heine-Str. 4	07937 Zeulenroda-Triebes
Frankreich	Bauerfeind France S.A.R.L.	13 Rue de la Pedrix	FR 93290 Tremblay en France
Großbritannien	Bauerfeind UK	85 Tottenham Court Road	GB W1T 4TQ LONDON
Niederlande	Bauerfeind Benelux B.V.	Warderveldweg 1	NL 2031 BK HAARLEM
Österreich	Bauerfeind Ges.m.b.H.	Hainburger Straße 33	AT 1030 Wien
Schweden	Bauerfeind Nordic AB	Storgatan 14	SE 11455 Stockholm
Spanien	Bauerfeind Iberica S.A.	Calle San Vicente Mártir, nº 71 – 4	ES 46007 Valencia
Schweiz	Bauerfeind AG	Vorderi Böde 5	CH 5452 Oberrohrdorf
USA	Bauerfeind USA Inc.	75 14th St NE Suite 2350	US GA 30309 Atlanta

By sending invoices, the supplier agrees to the above conditions as well as to electronic processing of the invoices and the legally prescribed storage of data.

## 3. SENDING INVOICES BY MAIL

Invoices can be sent by mail to the address indicated in the order. When doing so, please refrain from sending invoices by mail that have already been delivered electronically.

## 4. GENERAL INFORMATION ABOUT INVOICES

Legal consequences (particularly resulting from the receipt of an invoice) only come into force if the process outlined here has been complied with and the complete invoice has been transmitted. An invoice is considered complete if the contents of the invoice match the specifications of the parties and the requirements of the relevant fiscal authorities. We are unable to process incomplete invoices or invoices that we receive in a manner deviating from this process.