

## Conditions for sending invoices to clauss markisen Projekt GmbH

Ladies and Gentlemen

In order to process and pay your invoices as quickly as possible, we kindly ask you to observe the following terms and conditions for sending invoices to clauss markisen Projekt GmbH and to contact us in the event of any uncertainties.

### I Basic requirements for an invoice

1. Incoming invoices must basically contain all information according to § 14 of the Value Added Tax Act. Incomplete or incorrect invoice documents cannot be accepted and will therefore not be paid.
2. The invoice must state the cm order number or the cm customer transaction number.
3. If there is no order number or customer transaction number, the invoice document shall state the cm location and the full name of the employee who placed the order for a delivery or service.

### II Invoice receipt by post

1. Please always send your invoices by post to our head office at the following address:

**clauss markisen Projekt GmbH**  
Accounts Payable Department  
Sindelfingerstrasse 21  
70771 Leinfelden-Echterdingen

2. Please make sure that the documents you send are the original documents. Duplicates or copies must be marked as such.

### III Invoice receipt by email

clauss markisen Projekt GmbH is able to receive invoices electronically and process them automatically if the following conditions are met:

1. The invoices are sent exclusively as PDF attachment directly to the following email address: [rechnungseingang@clauss-markisen.de](mailto:rechnungseingang@clauss-markisen.de)
2. In order to ensure the integrity of the invoices as required by § 14 of the Value Added Tax Act, the invoices must be sent directly by the issuer to the e-mail address provided.
3. Forwarded e-mails cannot be processed and thus the invoices cannot be paid.
4. Only one PDF file (with a single invoice) may be included per e-mail as a matter of principle.
5. The PDF invoices must not be encrypted or password-protected.
6. Please ensure that invoice documents are not transmitted more than once.
7. There is no need to send paper invoices too, if you have already sent digitally those to the address [Buchhaltung@clauss-markisen.de](mailto:Buchhaltung@clauss-markisen.de).
8. Please send delivery notes or other attachments to the appropriate department.
9. The invoice address mentioned, has exclusively the function of invoice receipt. Incoming emails are automatically processed and not read. Other correspondence such as reminders or queries can therefore not be processed further.

For inquiries or other correspondence concerning your invoices, please contact your contact person or send an email to the following email address: [Buchhaltung@clauss-markisen.de](mailto:Buchhaltung@clauss-markisen.de).

Thank you very much for your understanding!

Kind regards  
on behalf of  
Accounts payable department