



Electronic invoicing via email

Dear Sir or Madam,

In order to come up with the omnipresent topic of digitalisation in connection with the protection of our environment, STREICHER Tief- und Ingenieurbau Jena GmbH & Co. KG introduces the electronic processing of invoices. Therefore, we would prefer that you send us your invoices as a PDF document by email. This also has advantages for you as a supplier and service provider: You save printing costs, the way to the post office and postage fees. In addition, the time saved in all instances of invoice processing leads to an earlier receipt of payment on your account.

Our email address for invoices in PDF format is:

invoice@inbox.sjen.streicher.de

This email inbox is monitored mechanically and is only for invoicing. *Emails that contain other documents (e.g. delivery notes, order confirmations, advertising, etc.) can neither be processed nor answered.*

The email inbox invoice@inbox.sjen.streicher.de only applies to the following invoice recipient:

STREICHER Tief- und Ingenieurbau Jena GmbH & Co. KG
In den Teichen 2, 07751 Jena-Maua

as well as the branches in Freiberg, Oelsnitz and Niederlehme

Please note the following requirements for electronic invoice processing:

E-Mail:

- Only (1) emails with one (1) invoice attached in the form of one (1) PDF document can be processed. Any attachments must be part of this one (1) PDF invoice. Since only the attached PDF file will be processed, no billing-relevant information may be contained in the header or in the body of the email.
- The electronic invoice or credit note is to be sent exclusively to the following e-mail address:
invoice@inbox.sjen.streicher.de
- Sending the electronic invoice or credit note to another e-mail address, e.g. site manager, accountant, etc. is not permitted.

■ **STREICHER Tief- und
Ingenieurbau Jena GmbH & Co. KG**

In den Teichen 2
07751 Jena-Maua
Deutschland
Tel. +49 3641 610-300
Fax +49 3641 610-310
jena@streicher.de
www.streicher.de

Sitz: Jena
Registergericht:
Jena, HRA 503693
USt.-ID-Nr.: DE 811439719
Persönl. haftende Gesellschafterin:
STREICHER Tief- und Ingenieurbau
Geschäftsführungsgesellschaft mbH

■ **STREICHER Tief- und Ingenieurbau
Geschäftsführungsgesellschaft mbH**

Sitz: Deggendorf
Registergericht:
Deggendorf, HRB 4170
Geschäftsführer:
Peter Kober

■ **Bankverbindungen**

UniCredit Bank AG Jena
IBAN: DE43 8302 0087 0004 1413 77
BIC: HYVEDEMM463

Raiffeisenlandesbank
Oberösterreich AG
Zweigndl. Süddeutschland
IBAN: DE76 7402 0100 0008 3008 40
BIC: RZ00DE77

Invoice format:

- Encryption or password protection of the PDF file is not allowed.
- The PDF invoice must contain all invoice-relevant information required in accordance with Section 14 (4) and Section 14a (5) UStG in a generally readable form.
- If possible, list invoice items according to order items.
- The cost center number must be indicated on the first sheet of the invoice in the upper half with font size at least 12 points.
- Issue one invoice for each order.
- Pay attention to clearly readable image resolution and good contrast (black and white preferred, avoid pale text colour and coloured background, etc.).
- Use normal fonts (no script fonts, etc.).

Attachments:

- The submitted PDF file must have a maximum size of 10 MB.
- Other documents required for checking the invoice, such as the measurement, etc., must be included in the same PDF document file. The invoice or credit note must appear in the first pages of the file. If it is not possible to transmit the other documents for the invoice or credit note in the same PDF file, for example because of the size of the file, these documents can be transmitted to the responsible contact person by e-mail or post.

Invoice receipts with attachments that require a paper-based shipping method according to other legal provisions (export certificates, customs documents, disposal certificates, etc.) remain unaffected by these regulations.

If you have any questions, please contact kreditorenpflege.finanzbuchhaltung@streicher.de.

You are not able to send us electronic invoices?

If the invoice or credit note cannot be sent by e-mail, it is still possible to send the invoice or credit note including the attachments by post. In this case, the following must be observed as a matter of urgency:

All paper invoices or paper credit notes, also those of the Freiberg, Oelsnitz and Niederlehme branches, may only be sent to the following address:

STREICHER Tief- und Ingenieurbau Jena GmbH & Co. KG
In den Teichen 2
07751 Jena-Maua

Sending the invoice or credit note to other branches of the STREICHER GROUP or handing over the invoice or credit note to a site manager etc. is not permitted.

Thanks for your support!