

## 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, Kolb Design Technology 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.kolb-technology.com](mailto:invoice@inbox.kolb-technology.com)

Please note the following requirements for electronic invoice processing:

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.kolb-technology.com](mailto:invoice@inbox.kolb-technology.com) only applies to the following invoice recipient:

**Kolb Design Technology GmbH & Co. KG**  
**Josef-Wallner-Straße 5a, 94469 Deggendorf**

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 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.

### ■ Kolb Design Technology GmbH & Co. KG

Josef-Wallner-Straße 5 a  
94469 Deggendorf  
Germany  
Phone +49 991 344739-0  
Fax +49 991 344739-290  
info@kolb-technology.com  
www.kolb-technology.com

Headquarters: Deggendorf  
Commercial Register:  
Deggendorf, HRA 2837  
VAT No.: DE 300731266  
DUNS-Nr.: 313516169  
Legally liable partner:  
Kolb Geschäfts-  
führungsgesellschaft mbH

### ■ Kolb Geschäfts- führungsgesellschaft mbH

Headquarters: Deggendorf  
Commercial Register:  
Deggendorf, HRB 4274  
Managing Directors:  
Markus Guggemos,  
Markus Weiß

### ■ Bank accounts

UniCredit Bank AG Deggendorf  
IBAN: DE76 7412 0071 0023 6755 52  
BIC: HYVEDEMM415  
Raiffeisenlandesbank  
Oberösterreich AG  
Zweigndl. Süddeutschland  
IBAN: DE15 7402 0100 0008 3092 13  
BIC: RZOOE77

Please support the efficient processing and timely payment of your invoices by observing the following:

- **If possible list invoice items according to order items**
- **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.)**

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](mailto:kreditorenpflege.finanzbuchhaltung@streicher.de)

### **You are not able to send us electronic invoices?**

Then we ask you to send your paper invoices only to the following postal address:

**Kolb Design Technology GmbH & Co. KG**  
**Eingangsrechnungen**  
**Postfach 19 63**  
**94459 Deggendorf**

This mailbox is only intended for incoming invoices. Please continue to send delivery notes, order confirmations and other written correspondence to your known contact person.

Thanks for your support!