



Steinbruch
Schelmburg
GmbH & Co. KG

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, Steinbruch Schelmburg 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.steinbruch-schelmburg.de

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.steinbruch-schelmburg.de only applies to the following invoice recipient:

Steinbruch Schelmburg GmbH & Co. KG
Zum Lauterbacher Steinbruch 9 a, 08606 Oelsnitz

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.

■ Steinbruch Schelmburg GmbH & Co. KG

Zum Lauterbacher
Steinbruch 9 a
08606 Oelsnitz
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Tel. +49 37421 701-0
Fax +49 37421 701-100
info@hartsteinwerke-vogtland.de
www.hartsteinwerke-vogtland.de

Sitz: Oelsnitz
Registergericht:
Chemnitz, HRA 7228
USt.-ID-Nr.: DE 813842715
Persönl. haftende Gesellschafterin:
SBS Verwaltungs GmbH

■ SBS Verwaltungs GmbH

Sitz: Deggendorf
Registergericht:
Deggendorf, HRB 3669
Geschäftsführer:
Hubert Ruderer,
Aicke Holzbach

■ Bankverbindungen

UniCredit Bank AG Deggendorf
IBAN: DE10 7412 0071 0011 2497 79
BIC: HYVEDEMM415

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

You are not able to send us electronic invoices?

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

Steinbruch Schelmburg 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!