WOHNBAU
KONZEPT

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, WohnbauKonzept GmbH introduces the electronic processing of invoices. It is necessary that you send us your invoices via email in the future.

Our email address for invoices in PDF-, ZUGFeRD-, or XML invoice in UBL or CII format is:

invoice@inbox.wk.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.wk.streicher.de only applies to the following invoice recipient:

WohnbauKonzept GmbH
In den Teichen 2, 07751 Jena- Maua

Please note the following requirements for electronic invoice processing:

E-Mail:

- The specified mailbox must be listed as the direct recipient in the email. Additional recipients can be added in copy (CC).
- Accepted emails must contain a single invoice as an attachment in PDF, ZUGFeRD, or XML invoice in UBL or CII format (one email -> one invoice number -> one document).
- Since only the attached file will be processed, no billing-relevant information may be contained in the header or in the body of the email.

Invoice format:

- Encryption or password protection of the file is not allowed.
- The invoice must contain all invoice-relevant information required in accordance with Section 14 (4) and Section 14a (5) UStG in a generally readable form.
- Please ensure you use the correct company name.
- If possible, list invoice items according to order items.
- The purchase order number or cost centre must be stated separately on the first page of the invoice.
- 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 file must have a maximum size of 10 MB.
- Other documents required for checking the invoice must be included in the same 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 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 invoices and credit notes, including those from the above locations, should be sent by post only to the following address:

WohnbauKonzept GmbH
In den Teichen 2
07751 Jena- Maua

Thanks for your support!