

Invoice instructions for suppliers

GEA Group Services GmbH and **GEA Group AG** prefers the use of electronic invoices to optimize business processes, as well as to save process costs and paper both for you and for us.

For ALL invoices:

1. Ensure that all **invoices comply with Section 14 of the German VAT Act (UStG)**.
2. Please ensure that invoice documents are sent exclusively to the respective address of the ordering companies. Any other address or email used to send invoices are not considered legally valid, and will not be accepted:

GEA Group Services GmbH z.Hd. Rechnungsprüfung Peter-Müller-Str. 12 40468 Düsseldorf Germany VAT ID: DE328740925 E-invoicing: Invoice.ggs@gea.com	GEA Group AG z.Hd. Rechnungsprüfung Peter-Müller-Str. 12 40468 Düsseldorf Germany VAT ID: DE114188038 E-invoicing: Invoice.gea-ag.de@gea.com	GEA Group AG c/o Sachtleben Bergbau Verwaltungs-GmbH Wolbecke 1 57368 Lennestadt VAT ID: DE114188038 E-Invoicing: invoice_geamining@gea.com
--	---	--

3. In the address, do not refer to any **personal** contact person or use any **additional** terms such as 'personal', 'confidential' or 'by hand'.
4. State **GEA order number** on all invoice documents.
Should an order number not be available in an individual case, please state as a minimum the name of the ordering party at GEA and the corresponding cost center **OR** GEA internal order
5. Send **one invoice per purchase order number (PO #)**.
Collective invoices are only accepted subject to agreement with the Procurement department.
6. Additional requirements:

<u>6.1. For PAPER invoices</u>	<u>6.2. For ELECTRONIC invoices</u>
a. Paper invoices should be readable . b. Do not print invoices on both sides of the paper, use single sides only. c. Send invoices as single copies and not stapled together.	a. Only attachments in PDF format are processed. b. 1 PDF document per e-mail . Invoices in an editable format (WORD, EXCEL, etc.) count as not legally valid. c. Do not include any further information in your email, as the email address is not monitored, and your information will not be noted.

7. **Reminders** must be sent to GEALieferantenfragen@ssc.gea.com, except for Sachtleben Bergbau: SBVLieferantenfragen@gea.com. Use an appropriate subject line (i.e. "Reminder GEA Group Services GmbH"). In addition, please name your company / supplier number, invoice number / PO number, and amounts. **Questions** about invoice status should also be addressed to this email.