



## **Electronic invoice mailing guidelines for the KTR Group**

If you have decided to electronically send the invoices to the KTR Group by e-mail, please follow the following guidelines:

### **Participating companies and e-mail addresses for the electronic mailing:**

- KTR Systems GmbH - [Invoice@ktr.com](mailto:Invoice@ktr.com)
- F. Tacke GmbH & Co. KG - [Invoice-Tacke@ktr.com](mailto:Invoice-Tacke@ktr.com)
- KTR Brake Systems GmbH - [Invoice-KBS@ktr.com](mailto:Invoice-KBS@ktr.com)

All three mailboxes are for invoice and credit note purposes only.

Do not send any other documents (e. g. reminders, order confirmations, delivery notes etc.) to these addresses. Please send all other requests to the e-mail addresses known to you or contact your persons in charge.

### **Only one invoice per each e-mail:**

- Please send us a separate e-mail for each invoice.
- E-mails containing multiple files cannot be processed.

### **Invoices in PDF format:**

- Please send us your invoice as a pdf file attached to your e-mail.
- Ideally the file name starts with „Invoice“ or „R“ / „Invoice“ or „I“.
- If the invoice has an attachment, the attachment and the invoice has to be sent together in one pdf file.
- Other documents and/or additional files are not processed. In particular we ask you not to send the General Business Terms again.

If you have any questions, please do not hesitate to contact our Accounts Payable Department.