
Accounts Payable Telephone 0711.9751.1302

E-Mail KBH@mhz.de *Fax* 0711.9751.41303

Terms and conditions for sending invoices to MHZ Hachtel GmbH & Co. KG

Dear Sir or Madam,

To enable us to process and pay your invoices as quickly as possible, we ask you to observe the following terms and conditions for sending invoices to MHZ Hachtel GmbH Co. KG and to contact us if anything is unclear.

I Fundamental invoice requirements

1. Incoming invoices must as a basic principle include all details called for by Art. 14 of the Sales Tax Act. Invoice documents with any errors or omissions cannot be accepted and thus cannot be paid.
2. The MHZ order number and, where applicable, the ordered item must be stated on the invoice.
3. If you are not given an order number, you should state on the invoice document the factory and full name of the member of staff that issued the order for the delivery or the provision of the service.

II Sending invoices by post

1. When sending invoices by post, please always send them to our head office at the following address:

MHZ Hachtel GmbH & Co. KG
- Accounts Payable -
Sindelfingerstraße 21
70771 Leinfelden Echterdingen

2. Please make sure that the documents you send are the originals.
Any duplicates or copies must be marked as such.

I Sending invoices by e-mail

MHZ Hachtel GmbH & Co. KG is able to accept and automatically process invoices electronically if the following conditions are met:

1. The invoices are always sent as a PDF attachment direct to the following e-mail address: rechnungseingang@mhz.de
2. In order to ensure the integrity of the invoices demanded by Art. 14 of the Sales Tax Act, the invoices must be sent directly from the issuer to the aforementioned e-mail address.

3. Forwarded e-mails cannot be processed and the invoices can therefore not be paid.
4. Attached to each e-mail there must always be only one PDF file (containing a single invoice).
5. The PDF invoices must not be encrypted or password protected.
6. Please ensure that invoice documents are not sent more than once.
7. If you have sent invoices to us digitally, we do not still need them in paper form.
8. Please send any delivery notes or other appendages to the relevant specialist department.
9. The invoice address stated above has the sole function of receiving invoices. All e-mails to this address are processed automatically and are not read. Any other correspondence, such as reminders or queries, cannot therefore be processed further.
10. For any questions or other correspondence relating to your invoices to us, please speak to your primary contact or send us an e-mail at the following e-mail address: kbh@mhz.de.

Many thanks for your understanding.

Best Regards

For and on behalf of the company Accounts Payable
MHZ Hachtel GmbH & Co. KG