

## AGREEMENT on electronic invoicing

As a result of the amendment of Section 14, para. 1 and 3 of the German VAT Act (UStG) prompted by the 2011 German Tax Simplification Law, the sales tax-relevant provisions for electronic invoices were amended effective 07/01/2011. In its letter of 07/02/2012 (IV D 2 - S 7287), the German Federal Ministry of Finance commented accordingly on the simplification of electronic invoicing. If you are interested in participating in the electronic invoicing process, we ask that you complete the agreement, print it out, and return it signed to us.

Company:	
Street:	No.:
Zip code:	City:
Country:	(EU) VAT ID:
Contact:	
Sender's e-mail address(es):	
Electronic invoicing as of (date):	

Please note that we are only able to accept invoices we receive electronically if the following requirements are met, in addition to the mandatory information according to Sections 14, 14a UStG:

- Electronic invoicing shall be performed exclusively from the above-listed sender's e-mail address(es), which will be white-listed in the HOERBIGER mail client.
- Electronic invoicing shall be directed exclusively to the following e-mail address of HOERBIGER Penzberg GmbH: **invoice-1dq@hoerbiger.com**
- Electronic invoices will only be accepted in PDF format, without encryption, without signature or any other form of protection.
- Each document (invoice, credit note or invoice attachment) must be provided as a separate PDF file.
- Each document (invoice, credit note or invoice attachment) should only be sent electronically, in case you signed this agreement.
- In the subject line of the e-mail, we ask that you list the invoice number, whenever possible.
- No specifications exist with respect to the file names of the invoices/credit notes. File names of additional invoice attachments must begin with "AN" or "AT."
- Each e-mail may contain only one invoice in PDF format. Invoice attachments can be provided as a separate file in this e-mail.
- Please note that HOERBIGER Penzberg GmbH has to be clearly mentioned on the invoice as service recipient.

**Note: Please wait for our confirmation that your e-mail address has been registered. Once you have received this confirmation invoices can be sent to the above mentioned e-mail address.**

By signing this agreement on electronic billing, you accept the terms and conditions of HOERBIGER Penzberg GmbH. As the invoice recipient, HOERBIGER Penzberg GmbH hereby unilaterally consents to the receipt of electronic invoices of invoices in accordance with the requirements above.

### Supplier

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

(Company stamp)