

STRABAG Infrastructure & Safety Solutions GmbH

with the products from CENTER Systems

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STRABAG Anlagentechnik GmbH

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Electronic invoicing → PDF via E-Mail

Recipient email-address: invoice.strabag@einvoiceing.comarch.com

The following conditions must be met to send an invoice or credit note via email:

- The invoice or credit note is only permitted in **PDF -format**
 - the PDF must be unencrypted
 - the PDF must not be password-protected
 - ZIP or RAR files are not allowed.
- The invoice or credit note must contain on its first page the **reference code** given to you in the contract or in the purchase order. The reference code must be printed in the specified notation (18 digits), on a single line by machine, neither in bold nor in italics.
- If you have received a purchase order from us with a **purchase order number** beginning with "BES", this must be stated in addition to the reference code on the invoice or credit note.
- Only **one reference code** and **one purchase order number** may be included in one invoice or one credit note.
- **Purchase order number** and **reference code** are to be separated by separators.
- Only **one invoice** or only **one credit note** may be included in the email. Explanatory notes accompanying the invoice can be included in the same PDF, whereby the invoice or credit note must be the first page(s) of the document.
- The size of the email must not exceed 15 MB.

If the conditions defined above are not kept, the email will not be further processed and will be returned to the sender automatically.

The following requirements must also be observed:

- Under no circumstances may an electronically transmitted invoice also be sent in paper form.
- The invoice recipient's address does not have to be a business centre address or post box address.