



Bitterfeld-Wolfen, March 2019

## Digital Invoice Processing

In accordance with an EU Directive, simplified digital invoicing has been possible since 01/01/2013. Here at HKR, we have created the necessary conditions for receiving and processing digital invoices and would like to ask you to send your digital invoices to the email address of HKR:

Recipient of invoice	Email address	VAT No.
<b>HKR Automotive GmbH</b> Am Wasserturm 21 74635 Kupferzell  <i>Also applies for the delivery address:</i>  Betriebsstätte Thalheim Sonnenallee 1-5 06766 Bitterfeld-Wolfen	invoice@hkr-automotive.de	DE 815 806 185

### Prerequisites for seamless processing

- The electronic invoices must be sent by email exclusively to the email addresses of the individual companies listed above.
- Please do not send additional paper copies of invoices after sending an invoice via digital means as this creates a risk of the invoice being posted to accounts twice.
- At present we can only process unprotected PDF invoices (e.g. not password protected).
- Please send a separate email for every invoice. **One invoice – one email!**
- Any annexes to the invoice must be attached as a separate PDF document.  
The file name must then include one of the following terms:  
attachment, annex, GTC, protocol or delivery note
- If you are not able to send digital invoices or are not able to comply with our guidelines, please continue to send paper invoices.

The following apply for both paper and electronic invoices:

- Always quote our order number on every invoice. If you do not have an order number, please always quote the cost centre or any other references.

When contacting us (e.g. in respect of a change of address, changes to bank account details, questions on sending electronic invoices etc.) please use the email address: **info@hkr-automotive.de** or the telephone number **+49 3494 6695-0**