

## Guidelines for electronic invoicing

### A. General requirements

- The following EagleBurgmann entities each have a central mailbox for incoming invoices:

Company	Invoice address	VAT ID no.	PEPPOL-ID	Invoice mailbox
EagleBurgmann Germany GmbH & Co. KG	Äußere Sauerlacher Str. 6-10 82515 Wolfratshausen Germany	DE230276848	9930:de230276848	e.invoices@de.eagleburgmann.com
EagleBurgmann Atlantic GmbH	Äußere Sauerlacher Str. 6-10 82515 Wolfratshausen Germany	DE237595424	9930:de237595424	EBATL_GmbH_InvoiceInbox@eagleburgmann.com
EagleBurgmann Middle-East GmbH	Äußere Sauerlacher Str. 6-10 82515 Wolfratshausen Germany	DE317937532	9930:de317937532	EBME_GmbH_InvoiceInbox@eagleburgmann.com
EagleBurgmann Germany Verwaltungs-GmbH	Äußere Sauerlacher Str. 6-10 82515 Wolfratshausen Germany	DE237595416	9930:de237595416	WORVER_InvoiceInbox@eagleburgmann.com
Burgmann International GmbH	Äußere Sauerlacher Str. 6-10 82515 Wolfratshausen Germany	N/A	9930:139/115/10612	BINT_InvoiceInbox@eagleburgmann.com
EagleBurgmann Espey GmbH	Thomas-Edison-Str. 19 47445 Moers Germany	DE119558553	N/A	DEMOS-invoice@eagleburgmann.com
Freudenberg Flow Technologies GmbH	Höhnerweg 2-4 69469 Weinheim Germany	DE228999615	N/A	FFL_GmbH@eagleburgmann.com
EagleBurgmann Austria GmbH	Grünhüblgasse 8 8750 Judenburg Austria	ATU29360704 DE341252279	N/A	ebju_invoiceinbox@at.eagleburgmann.com

Please send your invoices, invoice corrections, credit notes exclusively to these mailboxes.

- Kindly send reminders to the mailbox [ebg-ap-dunning@eagleburgmann.com](mailto:ebg-ap-dunning@eagleburgmann.com)
- The central electronic invoice mailboxes are only used for the automated processing of electronic invoices and reminders.
- Other correspondence as well as order confirmations, offers, shipping notifications cannot be processed via this method.
- The sender must ensure that invoices are not sent multiple times:
  - Do not send electronically sent invoices additionally in paper form
  - Do not additionally send invoices to another email recipient (buyer / department)
  - Do not additionally send invoices in another electronic invoice format
- Invoices must always meet all the requirements of the Value Added Tax Act, even in electronic form. Quality requirements for incoming invoices are available for download on our website.

### B. Technical instructions for emails

- Several pdf invoices may be sent in one email.
- Attachments to the invoice must be included in the invoice pdf. The invoice should always be placed at the beginning / on the first pages of the pdf. Separate pdf attachments cannot be processed.
- The permissible size of an email is limited to 10 MB.
- Due to automated processing, the email message text is not evaluated.

## C. Notes on processing eInvoices

1. eInvoices can be received and processed via the above-mentioned invoice mailboxes of the German EagleBurgmann entities.
2. eInvoices are validated by our systems according to the European standard for electronic invoices (EN 16931) and may not be processed automatically in case of any deviations.
3. The following formats are permissible:
  - a. xRechnung (XML-based format according to EN 16931)
    - via PEPPOL: Sending the XML invoice via the PEPPOL network
    - via email: Sending the XML invoice to the above-mentioned invoice mailboxes
    - ideally in the latest format version (3.0)
  - b. ZUGFeRD (hybrid invoice format consisting of XML+pdf)
    - ZUGFeRD version 2.0.1 or higher
    - Sending by email is mandatory; PEPPOL is not supported

## D. Technical notes on pdf invoices (other invoices)

1. Other invoices in electronic form can only be processed in pdf format.
2. Please use open pdf files without document restrictions. The minimum requirements are: "printing permissible" and "no password protection".