

BIZERBA

Dear Sirs,

Bizerba has adapted the invoice processing to the current legal requirements so that electronically transmitted invoices, credit notes and reminders can be processed in ZUGFeRD and in PDF/A format.

Electronic transmission offers our suppliers and service providers a cost-effective and fast way of sending invoices and enables us to process your invoice quickly and pay it on time.

Invoices and credit notes

Please send **invoices and credit notes** to the respective mail address listed in the table below, following the guidelines below:

- Preferred format for Bizerba SE&Co.KG and Bizerba L&C GmbH: ZUGFeRD
- The e-mail address is to be used exclusively for the transmission of original documents.
- System-generated invoices / credit notes are to be transmitted in PDF/A format and without write protection.
- For other invoices and credit notes there is only one PDF file is permitted as an attachment per e-mail; multi-page documents must be transmitted in one PDF file without write protection; preferred format: PDF/A
- Do not send duplicates / copies additionally by mail.
- Suppliers located in Serbia invoice to Bizerba Production Tech Center d.o.o exclusively via SEF (System E-Faktura)

Reminders for outstanding invoices

Please also send official **reminders** for outstanding invoices to the e-mail box provided for this purpose in accordance with the statutory deadlines. In addition, in the event of late payment, it is not possible to achieve an accelerated payment process by involving your known contacts in Strategic Purchasing or the corresponding department.

Local entity	Country	e-Invoices and – credit notes preferred format: ZUGFeRD	Invoices and credit notes	Reminders
Bizerba SE & Co. KG	Germany	einvoices.1000@bizerba.com	bizinvoices@bizerba.com	bizpayables@bizerba.com
Bizerba Labels & Consumables	Germany	einvoices.2000@bizerba.com	LCinvoices@bizerba.com	bizpayables@bizerba.com
Bizerba Production Tech Center d.o.o	Serbia		Suppliers located in Serbia: SEF Suppliers located outside Serbia: purchasing-orderconfirmation.rs@bizerba.com	Controlling-invoice.rs@bizerba.com
Bizerba USA Inc	USA		us.bes.payable@bizerba.com	us.bes.payable@bizerba.com

If sending invoices and reminders in paper form is unavoidable for your company, please send them to *Bizerba SE & Co. KG, Wilhelm-Kraut-Straße 65, 72336 Balingen*, or to different addresses according to the homepage.

IMPORTANT for paper invoices: Please enter the above address neutrally and without a contact person (e.g. from the department or purchasing department). By specifying a contact person, your invoice will be forwarded internally to the listed contact person and will not end up directly in our invoice processing.

Please direct general queries to our accounting department to bizpayables@bizerba.com