

Notes on invoicing by suppliers

Thank you for your service! It is our goal to pay your invoice within the agreed period. To pay your invoices as soon as possible, we ask for your support and attention to the instructions listed in this document.

1. The correct company name and invoice address must be stated in every invoice. For invoices that do not have this billing address, we cannot claim an input tax deduction. Therefore, we will return them to you.

Invoice to:
ads-tec Industrial IT GmbH
Buchhaltung
Heinrich-Hertz-Str. 1
72622 Nürtingen

2. Please send us your invoices by e-mail to invoice.iit@ads-tec.de
This mailbox and all incoming emails are processed automatically, therefore please note the following:
 - One e-mail per invoice. (Only the first attachment will be processed. You are welcome to send us many emails.)
 - No copies/copies of invoices to this email address. (These requests cannot be processed.)
 - Use the e-mail exclusively as an "envelope" for your invoice, i.e. no side agreements or correspondence in the email text. (Your email will not be read.)
3. Content of the invoices and other specifications
 - Reference to our order numbers
 - o Statement of our order number in the invoice header or in the invoice items.
 - o If there is no order reference, please indicate the name of the purchaser.
 - o Without reference, your invoice cannot be considered and will be returned to you.
 - Collective invoices cannot be processed. Please reference only one order number per invoice.
 - The invoice receipt date is decisive for the discount calculation.

Thank you.

ads-tec Industrial IT GmbH

