

Specifications for sending invoices by email

Invoices and credit notes are sent as attachments to emails addressed to defined email addresses. The enclosed files are automatically extracted and made available to downstream processes (archiving, auditing of accounts, balance of accounts). The benefits of this system are a reduction in times lost in the postal system as well as reduced printing and postage costs.

Invoices and credit notes should only be sent to the defined email addresses. All other documents (e.g. order confirmations, dunning letters, delivery slips, bank guarantees, etc.) must be sent as before. Invoices with foreign sales tax must be sent as previously the case as originals (by post).

Given the high degree of automation, it is not possible to take into account any text contained in such emails.

To ensure fault-free processing of invoices/credit notes, compliance with the following specifications is absolutely vital. In the event of deviations from these specifications, emails and their attachments will not be accepted.

- **Permissible file attachment formats: .PDF and .TIFF (no encrypted files, no ZIP files)**
- **1 separate attachment for each invoice/credit note**
 - **Appendixes of the invoice/credit note must be merged into the same file as the invoice and placed after the invoice**
- **Max. 10 attachments per email**
- **Max. 10 MB per email**

Copies of invoices/credit notes should not be sent in addition to the original documents. Invoices and credit notes sent by email should not be resent by conventional mail.

Addresses to be used for issuing electronic invoices by email:

Invoice recipient	Email address for Invoice/Credit Note	Corporate units
Miele & Cie. KG	invoices0011@miele.de	<u>German production plants:</u> Gütersloh, Bielefeld, Oelde, Warendorf, Lehrte, Euskirchen <u>German Area Sales Offices:</u> Hamburg, Berlin, Bochum, Frankfurt, Karlsruhe, Munich Miele Germany
Imperial-Werke oHG	invoices0030@miele.de	<u>German production plants:</u> Arnsberg, Bünde

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