






Reishauer Finance | July 2024

# Information for supplier invoices to Reishauer

- If you have received a 450x order number from us, this must be stated on the invoice.
- If you do not have this number, the customer's first name and surname must be noted on the invoice.

   
  
  
 invoice\_reishauer.pdf 167 KB  attachment to invoice reishauer.pdf 167 KB

- Only send your invoice to [invoice@reishauer.com](mailto:invoice@reishauer.com). Invoices sent to other e-mail addresses will not be processed.
  - Use [invoice@reishauer.com](mailto:invoice@reishauer.com) for the delivery of invoices only.
  - Only send one invoice per e-mail.
  - Include additional attachments to the invoice as a PDF document in the same e-mail after the invoice.
  - Texts, notes or comments in the e-mail will not be taken into account.
  - The size of the e-mail message must not exceed 20 MB.
  - Do not send paper invoices by post, fax or with parcels.
  - For all other types of electronic correspondence (e.g. for reminders, balance confirmations, etc.), please use our e-mail address [payables@reishauer.com](mailto:payables@reishauer.com).
- Only issue one invoice per 450x order number and do not combine orders with and without a 450x order number in the same invoice.
  - Only invoices in PDF format will be processed. Corresponding QR codes must be included in the PDF invoice.

**REISHAUER**

Gear Grinding Technology

Reishauer AG | [info@reishauer.com](mailto:info@reishauer.com) | [reishauer.com](http://reishauer.com)