

# Electronic Invoicing

## Guidelines for use with RESRG



In the following countries, RESRG Automotive accepts Electronic Invoicing (PDF) for incoming invoices / credit notes:

- Germany
- Austria
- Switzerland
- France
- Czech Republic
- Slovakia
- USA

For you as a supplier, the electronic transmission of invoices can yield significant benefits through time and cost savings.

You may participate when being in compliance with the requirements / conditions stated here. Invoices and credit notes (including attachments) must be send to us **in PDF format by e-mail only**. Several of the above documents can be send in one e-mail, but only **one invoice or credit note per PDF (including attachment)**.

The e-mail addresses for your invoices and credit notes per country of the RESRG Automotive Company, which is meant to receive the document, are as follows:

Country of RESRG Automotive company	All invoices/credit notes for
Germany	<ul style="list-style-type: none"><li>• RESRG Automotive SE &amp; Co. KG, PO Box address 1480 must be sent to: <a href="mailto:invoices_PF1480@rehau.com">invoices_PF1480@rehau.com</a></li><li>• RESRG Automotive Montage- und Logistik-Center GmbH (MLC): <a href="mailto:Rechnung.MLC@rehau.com">Rechnung.MLC@rehau.com</a></li></ul>
Austria	<ul style="list-style-type: none"><li>• RESRG Automotive AT GmbH must be sent to: <a href="mailto:invoices_REH_POLYMER@rehau.com">invoices_REH_POLYMER@rehau.com</a></li></ul>
Switzerland	<ul style="list-style-type: none"><li>• Pro-X Automotive AG must be sent to: <a href="mailto:invoices.1001@meraxis-group.com">invoices.1001@meraxis-group.com</a></li></ul>
France	<ul style="list-style-type: none"><li>• RESRG Automotive FR SARL CC 0060 must be sent to: <a href="mailto:facture_rehau_entreprise@rehau.com">facture_rehau_entreprise@rehau.com</a></li></ul>
Czech Republic	<ul style="list-style-type: none"><li>• RESRG Automotive CZ s.r.o. must be sent to: <a href="mailto:invoices.cz0064@rehau.com">invoices.cz0064@rehau.com</a></li></ul>
Slovakia	<ul style="list-style-type: none"><li>• RESRG Automotive SK s.r.o must be sent to: <a href="mailto:invoices.sk0072@rehau.com">invoices.sk0072@rehau.com</a></li></ul>
USA	<ul style="list-style-type: none"><li>• RESRG Automotive Alabama LLC must be sent to: <a href="mailto:accounts.payable@rehau.com">accounts.payable@rehau.com</a></li></ul>

In case of doubt, you can find the correct mailbox or the correct company address in the billing address in the respective RESRG Automotive -order form.

Please ensure that the subject of your e-mail contains either the term Invoice, Credit Note, Rechnung or Gutschrift as otherwise the correct and timely processing of your invoice can not be guaranteed.

In addition, the following information must be mentioned on each invoice:

- Order Number
- Delivery note number and date (if a physical delivery has been made).

Please note that these e-mail boxes have been set up exclusively to receive invoices / credit notes.

Please direct all other accounts payable related inquiries to the e-mail boxes mentioned below.

**Please do not send copies of the electronic invoices in paper format. When participating in electronic invoicing, invoices in paper form will no longer be accepted.**

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The current contact details for accounts payable related inquiries are:

- For Germany: [Kreditorenbuchhaltung\\_DE@rehau.com](mailto:Kreditorenbuchhaltung_DE@rehau.com) Phone: +49 9283 77 2067 for
  - RESRG Automotive SE & Co. KG
  - RESRG Automotive Montage- und Logistik-Center GmbH (MLC)
- For Austria: [Kreditorenbuchhaltung.AT@rehau.com](mailto:Kreditorenbuchhaltung.AT@rehau.com) Phone: +43 2772 52501 193
- For Switzerland:
  - Pro-X Automotive AG: [Kreditorenbuchhaltung.CH0001@rehau.com](mailto:Kreditorenbuchhaltung.CH0001@rehau.com) Phone: +41 31 950 3580
- For France: [comptabilitefournisseurs.fr@rehau.com](mailto:comptabilitefournisseurs.fr@rehau.com) Phone: +33 38 705 5078
- For Czech Republic: [accountspayable.CZSK@rehau.com](mailto:accountspayable.CZSK@rehau.com) Phone: + 42 027219 0170
- For Slovakia: [accountspayable.CZSK@rehau.com](mailto:accountspayable.CZSK@rehau.com) Phone: + 42 126820 9170
- For USA: [accounts.payable@rehau.com](mailto:accounts.payable@rehau.com) Tel.: +17034434203