



Huf Polska Sp. z o.o.  
Ul. Strefowa 6 | 43-100 Tychy | Poland

20.10.2020

Dear Ladies and Gentlemen,

We constantly strive to optimize our processes and internal procedures. In this regard, we will centralize the receipt of paper invoices for Europe in our Shared Service Center Romania.

In this regard, we would like to point out the possibility to provide us the invoices electronically. You can send invoices or credits for **Huf Polska Sp. z o.o.** as PDF files to the following email address: [Invoice.Poland.C14@huf-group.com](mailto:Invoice.Poland.C14@huf-group.com)

An essential prerequisite is that you reach an agreement with us on electronic invoicing, so-called "PDF invoicing". If you are interested in PDF invoicing, please fill out the attached agreement and send it signed to the following email address: [purchasing.information@huf-group.com](mailto:purchasing.information@huf-group.com).

If you would still prefer to send us paper invoices, the following changes are necessary due to the switch:

As of **01 November 2020**, our billing address for paper invoices will be as follows:

**Invoice recipient:**

**Huf Polska Sp. z o.o.  
Cladirea ISHO Offices , B-dul.Take Ionescu nr.50-52 ,  
Receptie 2, Cutie Postala HUF, 300124  
Timisoara , Romania**

**Service/goods recipient:**

**Huf Polska Sp. z o.o.  
Ul. Strefowa 6  
43-100 Tychy  
Poland**

Huf Polska Sp. z o.o.  
Ul. Strefowa 6 | 43-100 Tychy | Poland

NIP: 954-23-52-817 | REGON: 276 914 690 | Sąd Rejonowy w Katowicach | KRS: 76585 | KAPITAŁ ZAKŁADOWY: 18.000.000,- zł | ZARZĄD: Mariusz Pająk, Radosław Hnatik | UDZIAŁOWIEC: Huf International GmbH z siedzibą w Velbert/Niemcy, Deutsche Bank Polska S.A. | SWIFT: DEUTPLPX | Konto PLN nr: PL8618800090000003100127002 | Konto EUR nr: PL3618800090000003100127029



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We emphasise that invoices received after 01/11/2020 at our previous address can't be processed. For this reason, we kindly ask you to promptly update the billing address in your master data. To ensure smooth processing of the invoice, the Huf order number must be indicated on your invoice. This is essential to enable timely processing of the invoice.

With kind regards  
Huf Polska Sp. z.o.o.

Valid without signature



## E-MAIL INVOICING AGREEMENT

Supplier Name:

Supplier No.:

Supplier Address:

Supplier VAT Number:

(hereafter Supplier)

Hereby the Supplier and **Huf Polska Sp. z o.o.** agree to the electronic transfer of invoices and credit notes as PDF documents via e-Mail. The mandatory prerequisite for the transfer of electronic invoices and credit notes are shown below and require to be fulfilled cumulative:

- Invoices are transferred as PDF Document as e-Mail attachment. (Please use PDF-A documents).
- Only one attachment per e-mail is permissible.
- Only one document (invoice or credit note) is allowed as an attachment. If more than one invoice or credit note needs to be sent, each invoice or credit note must be sent by separate e-mail).
- Size of attachment may not exceed 10 MB.
- No e-mail content is allowed (the e-mail content should be blank, as it will be ignored by the system).
- It is the responsibility of the supplier to ensure that electronic invoices or credit notes comply with the applicable legal regulations and in particular with the Value Added Tax Law and the respectively valid EU-Value Added Tax Directive.

Please note that all above requirements must be met to ensure electronic documents are processed correctly. The electronically transmitted document will not be accepted otherwise.

With effect from \_\_\_\_\_ invoices and credit notes will be transferred electronically to **Huf Polska Sp. z o.o.** .The transmission will be acceptable only to the following email address: ([mailto: Invoice.Poland.C14@huf-group.com](mailto:Invoice.Poland.C14@huf-group.com)).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Stamp and signature

Please send this agreement completed to e-mail address [purchasing.information@huf-group.com](mailto:purchasing.information@huf-group.com).