

JW Froehlich Maschinenfabrik GmbH supplier information

Status: 01/08/21

In the interest of our supplier partnership and in order to fulfil the increasing tax requirements of the tax authorities, we have listed the most important invoicing criteria for you. The supplier invoice issued in this way gives both you and us security in the transaction and makes faster and more efficient processing in our ERP system possible.

Invoices must be sent to JW Froehlich as a PDF (see page 2 "Instruction sheet for sending invoices via PDF")

In your future supplier invoices, please specify:

1. Full name and address of the supplier (issuer of the invoice).
2. Tax number or VAT ID of the supplier.
3. Full name and address of the recipient of the service (customer, invoice recipient).
4. Date of issue.
5. Invoice number + customer number
6. Reference to JW Froehlich GmbH (JWF) - order number, order item and date of order.
7. Name of person responsible / dispatcher at JWF.
8. Point in time of delivery and service.
9. Delivery note number or, in the case of transactions without direct receipt of goods at JWF, the invoice must be accompanied by a delivery note signed by a JWF employee or an employee commissioned by JWF.
10. Quantity of the supplied goods or type and scope of the service provided, including the JWF item number in accordance with the order.
11. Item / unit price and the resulting total price (payment for the delivery or other service).
12. The rate of tax to be applied to the payment or a reference to tax exemption.
13. Bank details of the issuer of the invoice.
14. Payment terms with reference to deductible early payment discounts.
15. Collective invoices for multiple orders must be avoided. If this is unavoidable, it must be ensured that the individual items are listed under the respective order in accordance with our order.
16. If advance payment invoices / partial invoices have been agreed, the following applies:
 - a. Advance payment invoices with the above-mentioned information from 1 – 7 and 12 – 14.
 - b. Partial invoices with the above-mentioned information from 1 – 14.

A final invoice must be provided with the last invoice, showing the total invoice amount including VAT as well as the above-mentioned information in accordance with 1 – 14.

Instruction sheet for sending invoices via PDF

Invoices can be sent to JW Froehlich Maschinenfabrik GmbH as a PDF file attached to an e-mail. This e-mail address must only be used to submit **invoices** in electronic form. The main e-mail inbox for your PDF invoices is:

rechnung@jwf.com

All invoices must be addressed as follows:

JW Froehlich Maschinenfabrik GmbH
Kohlhammerstraße 18-24
70771 Leinfelden-Echterdingen, Germany

Your PDF invoices must meet the following requirements for secure electronic processing:

- Please do not include any details of the contents in the e-mail. This cannot be taken into consideration
- Each e-mail may only contain **one PDF invoice**
- Specify the **invoice number** in the **subject** of the email. The term **Rechnung** or **invoice** must be included in the file name of the PDF invoice
- The first page of the PDF file must be the first page of the invoice
- Attachments which are required for processing invoices must be included as (a) separate page(s) in the invoice PDF (e.g. reports, customs-related documents)
- The email including invoice must not exceed 10 MB in size
- The data format must correspond to the specifications for PDF/A1-b format in accordance with ISO 19005
- The PDF files must not have a password or be encrypted
- The graphical resolution of the PDF files is between 200 dpi and 300 dpi
- The PDF files must not contain graphics, watermarks or embedded data such as XML code or JavaScript
- Multi-page invoices may only be submitted in the form of a multi-page PDF file
- The sending of advertising, offers, reminders and general correspondence to the above-mentioned e-mail address is not permitted

Special legal regulations:

- Invoices with declared foreign sales tax (VAT) must still be in paper form to ensure input tax reimbursement.
- JW Froehlich may only accept original invoices within the meaning of the Value Added Tax Act to ensure input tax reimbursement. Scanned paper documents do not meet these requirements.

PDF invoices which do not fulfil these requirements cannot be processed.