

Electronic Invoicing

Guidelines for use with REHAU



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

- Germany
- Austria
- Poland
- The Netherlands
- United Kingdom
- Switzerland
- France
- Belgium
- Czech Republic
- Slovakia
- Italy (only for non-Italian vendors)
- Lithuania
- Latvia
- Estonia
- Spain

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 REHAU Company, which is meant to receive the document, are as follows:

Country of REHAU-company	All invoices/credit notes for
Germany	<ul style="list-style-type: none"> • REHAU Industries SE & Co. KG, PO Box address 1460 must be sent to: invoices_PF1460@rehau.com • REHAU Automotive SE & Co. KG, PO Box address 1480 must be sent to: invoices_PF1480@rehau.com • REHAU Montage- und Logistik-Center GmbH (MLC): Rechnung.MLC@rehau.com • REHAU Immobilien SE & Co KG: invoices.immo@rehau.com • Silnova GmbH: Rechnungen@silnova.eu
Austria	<ul style="list-style-type: none"> • REHAU GmbH, AT-2353 Guntramsdorf must be sent to: invoices_REH_GESMBH@rehau.com • REHAU Polymer Industrie GmbH, AT-3040 Neulengbach must be sent to: invoices_REH_POLYMER@rehau.com • Silnova Vertriebsgesellschaft mbH must be sent to: rechnungen_at@silnova.eu
Poland	<ul style="list-style-type: none"> • REHAU Sp. z o.o. must be sent to: rachunek@rehau.com
The Netherlands	<ul style="list-style-type: none"> • REHAU N.V. must be sent to: invoices_NL@rehau.com
United Kingdom	<ul style="list-style-type: none"> • REHAU Ltd. must be sent to: invoices_ROWY@rehau.com
Switzerland	<ul style="list-style-type: none"> • MERAXIS AG must be sent to: invoices.1001@meraxis-group.com • REHAU Vertriebs AG must be sent to: invoices_CH@rehau.com
France	<ul style="list-style-type: none"> • REHAU SA CC 0012 must be sent to: facture_rehau_sa@rehau.com • REHAU Industrie CC 0013 must be sent to: facture_rehau_industrie@rehau.com • REHAU Tube CC 0039 must be sent to: facture_rehau_tube@rehau.com

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	• REHAU Entreprise CC 0060 must be sent to: facture_rehau_entreprise@rehau.com
Belgium	• N.V. REHAU S.A. must be sent to: invoices_BE@rehau.com
Czech Republic	• REHAU s.r.o., Cestlice must be sent to: invoices.cz0164@rehau.com • REHAU Automotive s.r.o., Cestlice must be sent to: invoices.cz0064@rehau.com
Slovakia	• REHAU s.r.o., Bratislava must be sent to: invoices.sk0172@rehau.com • REHAU s.r.o., VB Automotive, Bratislava must be sent to: invoices.sk0072@rehau.com
Italy	• REHAU S.p.A. must be sent to: invoices.it@rehau.com
Lithuania	• UAB REHAU must be sent to: invoices.lt@rehau.com • REHAU Litauen Klaipeda must be sent to: invoices.lt0182@rehau.com
Latvia	• SIA REHAU must be sent to: invoices.lv@rehau.com
Estonia	• OÜ REHAU Polymer must be sent to: invoices.ee@rehau.com
Spain	• Industrias Rehau, S.A. must be sent to: invoices_IRSA@rehau.com

In case of doubt, you can find the correct mailbox or the correct company address in the billing address in the respective REHAU-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.

The current contact details for accounts payable related inquiries are:

- For Germany: Kreditorenbuchhaltung_DE@rehau.com Phone: +49 9283 77 2067 for
 - REHAU Industries SE & Co. KG
 - REHAU Automotive SE & Co. KG
 - REHAU Montage- und Logistic-Center GmbH (MLC)
 - REHAU Immobilien SE & Co. KG
- For Germany: kreditorenbuchhaltung@silnova.eu for
 - Silnova GmbH
- For Austria: Kreditorenbuchhaltung.AT@rehau.com Phone: +43 2772 52501 193
- For Austria: Kreditoren.SilnovaAT@rehau.com for
 - Silnova Vertriebsgesellschaft mbH
- For Poland: accountspayable.PL@rehau.com Phone: +48 61 846 54 80
- For The Netherlands: accountspayable.nl@rehau.com
- For United Kingdom: purchase.ledgerGS@rehau.com Phone: +44 198 976 2655
- For Switzerland:
 - MERAXIS AG: Kreditorenbuchhaltung.CH0001@rehau.com Phone: +41 31 950 3580
 - MERAXIS AG (Invest): ezinvest.invoice@meraxis-group.com Phone: +41 31 950 3585

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- REHAU Vertriebs AG: Kreditorenbuchhaltung.CH0104@rehau.com
- For France: comptabilitefournisseurs.fr@rehau.com Phone: +33 38 705 5078
- For Belgium: accountspayable.be@rehau.com
- For Czech Republic: accountspayable.CZSK@rehau.com Phone: + 42 027219 0170
- For Slovakia: accountspayable.CZSK@rehau.com Phone: + 42 126820 9170
- For Italy: accountspayable.it@rehau.com
- For Baltics (LT, LV, EE): accountspayable.baltics@rehau.com
- For Spain: contabilidad.proveedores.es@rehau.com Phone: +34 936353582