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Invoice receipt via E-Mail

Dear Sir or Madam,

To ensure mass processing of invoices for the benefit of in-time payments, we at CLAAS continue to strive for processes as efficient and simple as possible.

In this context, paper invoices are inefficient und unsustainable, both on the side of you as our partner as well as on CLAAS side. For this reason, please **send us invoices only electronically** in future.

You are welcome to send us your invoices in PDF format via email. Receiving your invoices via EDI or in other electronic formats (e.g. ZUGFeRD, or similar) we at CLAAS favor even more. Please feel free to contact us to discuss the further procedure individually.

In order to ensure safe processing of invoices by email, please proceed as explained below:

1. Receiver's e-mail account

CLAAS entities hold an e-mail account exclusively for receiving invoices. Please enter this email address as the recipient (To) only. Please do not send it in copy (CC). You may find the respective e-mail account attached in Annex 1 at the end of this document (e.g. InvoiceCSE@CLAAS.com)

2. Formal requirements

Please send **one single e-mail for each invoice** (e.g. 5 invoices = 5 e-mails).

The mail may contain only one attachment in addition to the invoice, but an attachment is not mandatory. Please notice to send the invoice and the corresponding attachment within the same email.

3. Format requirements

Invoice and optional attachment need to be in ***.PDF format**.

The following guidelines apply to the naming of the documents:

- a. The **invoice** (document name) may **not begin with A**

Examples for the correct naming of the invoice:

123456.pdf

invo8999.pdfb.

- b. The **attachment** is always an enclosure and **must begin with A**

Examples for the correct naming of the attachment:

Attachment4711.pdf

A4811.pdf

- c. The file names for invoice and attachment may contain maximum 25 characters.

Please send us your correspondences concerning invoices (e.g. open item lists, account statements, payment reminders, etc.) also only by email. For this purpose, please use the email accounts for CLAAS companies as listed in Annex 1 (e.g. AccountspayableCSE@CLAAS.com)

Thank you for your cooperation.

Best regards,

i.V. Florian Lorbach
Head of SSC Accounts Payable

Annex 1:**Email accounts for sending invoices for each CLAAS company:**

Invoices to CLAAS Selbstfahrende Erntemaschinen GmbH	InvoiceCSE@CLAAS.com
Invoices to CLAAS Service and Parts GmbH	InvoiceCSP@CLAAS.com
Invoices to CLAAS Global Sales GmbH	InvoiceCGS@CLAAS.com
Invoices to CLAAS KGaA mbH	InvoiceKG@CLAAS.com
Invoices to CLAAS Saulgau GmbH	InvoiceSLG@CLAAS.com
Invoices to CLAAS Industrietechnik GmbH	InvoiceCIT@CLAAS.com
Invoices to CLAAS Vertriebsgesellschaft mbH	InvoiceCVG@CLAAS.com
Invoices to CLAAS E-Systems KGaA mbH & Co. KG	InvoiceCES@CLAAS.com
Invoices to CLAAS Material Handling GmbH	InvoiceCMH@CLAAS.com
Invoices to CLAAS Regional Center Central Europe GmbH	InvoiceCCE@CLAAS.com

Email accounts for sending correspondences concerning invoices for each CLAAS company:

CLAAS Selbstfahrende Erntemaschinen GmbH	AccountspayableCSE@CLAAS.com
CLAAS Service and Parts GmbH	AccountspayableCSP@CLAAS.com
CLAAS Global Sales GmbH	AccountspayableCGS@CLAAS.com
CLAAS KGaA mbH	AccountspayableKG@CLAAS.com
CLAAS Saulgau GmbH	AccountspayableSLG@CLAAS.com
CLAAS Industrietechnik GmbH	AccountspayableCIT@CLAAS.com
CLAAS Vertriebsgesellschaft mbH	AccountspayableCVG@CLAAS.com
CLAAS E-Systems KGaA mbH & Co. KG	AccountspayableCES@CLAAS.com
CLAAS Material Handling GmbH	AccountspayableCMH@CLAAS.com
CLAAS Regional Center Central Europe GmbH	AccountspayableCCE@CLAAS.com