



LEONHARD WEISS GmbH & Co. KG – BAUUNTERNEHMUNG
Leonhard-Weiss-Str. 2-3, 74589 Satteldorf - Germany

To the attention of our suppliers

Satteldorf, October 2019

Central and electronic invoice reception at LEONHARD WEISS GmbH & Co. KG

Dear Business Partner,

The company LEONHARD WEISS GmbH & Co. KG migrates to a **central system for receiving invoices**.

Please note the central invoicing address cited below and send all future invoices and credit notes (*in the following text credit notes are equal to invoices*) exclusively to the following address:

LEONHARD WEISS GmbH & Co. KG
Leonhard-Weiss-Str. 2-3
74589 Satteldorf
Germany

The **following indications** must obligatorily be mentioned on your invoice, in order to make it possible for us to faultlessly correlate and process your invoices:

- LEONHARD WEISS **construction site number or cost centre number** (LW number) **OR** **SAP order number OR workshop order number** (WA number):

- The number must be indicated numerically only, without dots, blanks etc.

Examples: (X is meant to be a replacement character for the individual figures)

LW number	SAP order number	WA number
✓ LW-Nr.: XXXXXXXX	4500XXXXXX	WAXXXXXXX
✗ LW-Nr.: XXX X XXXX	45 00 XXX XXX	WA XXXXXXXX

- The number must be indicated ahead of the description, site, street, position and obligatorily with a blank (not in a continuous text).

Example: (X is meant to be a replacement character for the individual figures)

LW number
✓ LW-Nr.: XXXXXXXX description of construction site
✗ Description of construction site XXXXXXXX



- Please use a suitable field for this indication and avoid making this indication in an item text.
- **A separate invoice** must be made out **for every number**.
- Complete **indication of company** (LEONHARD WEISS GmbH & Co. KG).
- **Central invoicing address** (Leonhard-Weiss-Str. 2-3, 74589 Satteldorf) **without indication of persons or departments**.
- All required relevant indications according to **§ 14 UStG** (German Value Added Tax Act) in generally legible form.

Electronic reception of invoices

Furthermore, we would like to break new ground with you in connection with the digitalisation and seize the opportunities the electronic world offers. In addition to receiving invoices by mail the company LEONHARD WEISS GmbH & Co. KG can **as from now** process invoices in **electronic PDF format**.

In order to facilitate an efficient processing we ask all suppliers and service providers to use the electronic invoicing process respecting the following **obligatory formalities**:

- For sending invoices per email please use the following **email address** exclusively:
rechnungen@leonhard-weiss.com
Please delete any possible email addresses you may have used for sending invoices up to the present!
- This mailbox is only destined for receiving electronic invoices without any exception.
- In case of sending invoices electronically, please do not send an additional invoice by mail.
- Please only send the invoices as attachment in **PDF (A) format**.
 - One PDF file must be generated per invoice.
 - ➔ without appendices, the corresponding appendices must be sent directly to the ordering department
 - The PDF must be attached to the email directly (not additionally electronically packed).
- The email only serves as “means of transport“ for the attached electronic invoice and will thus not be archived.
- Emails not fulfilling these requirements will not be processed.

An orderly and rapid processing and payment of your invoices can only be carried out, if the parameters indicate above are complied with. We thank you for your comprehension.

Thank you very much for your support.
Yours sincerely,

LEONHARD WEISS GmbH & Co. KG