

## PDF-Invoices leaflet

Dear Sir or Madam,

We prefer to receive your invoices as PDF files. Please therefore send your invoices directly to the relevant email address according to the following overview, depending on the invoice addresses:

Company names	Address	Email for PDF invoices
<b>GELITA AG</b> (incl. all German plants) and GELITA Germany GmbH	GELITA AG Uferstraße 7 69412 Eberbach	<a href="mailto:invoice@gelita.com">invoice@gelita.com</a>
<b>GELITA Health GmbH</b>	GELITA Health GmbH Uferstraße 7 69412 Eberbach	<a href="mailto:invoice-health@gelita.com">invoice-health@gelita.com</a>
<b>GELITA Medical GmbH</b>	GELITA Medical GmbH Uferstraße 7 69412 Eberbach	<a href="mailto:invoice@gelitamedical.com">invoice@gelitamedical.com</a>
<b>ROHLOG GmbH</b>	ROHLOG GmbH Alpenstraße 44 87700 Memmingen	<a href="mailto:invoice-rohlog@gelita.com">invoice-rohlog@gelita.com</a>
<b>All other German companies of the GELITA Group</b>		<a href="mailto:invoice-affiliates@gelita.com">invoice-affiliates@gelita.com</a>

Please note the following requirements:

- The order number must be stated on every invoice. Invoices without an order number cannot be assigned and processed by us.
- For goods orders, please state your delivery note number on the invoice.
- The email may contain a maximum of 10 invoices in PDF format. One PDF file per invoice including attachments (e.g. timesheets etc.)
- The size of the email must not exceed 10 MB.

If the incoming email violates the above criteria, our system will automatically return it to the sender with the corresponding reason and will not process it any further.

However, please **do not send the invoice in paper form** under any circumstances.

Please send other correspondence with the financial accounting department, e.g. changes to bank details and reminders, by e-mail to: [vendor@gelita.com](mailto:vendor@gelita.com)

Thank you!