

Dear Ladies and Gentlemen

We have switched to electronic incoming invoices.

To ensure that as many documents as possible can be processed automatically, we are making more extensive use of existing digital opportunities and have therefore appointed Ricoh Deutschland GmbH to carry out our invoice receipt process.

The advantages of sending invoices electronically are

- Saving of postage as well as printing and enveloping costs at the invoice sender
- Transparent and secure delivery
- Optimization of processing times and expenses for the invoice recipient
- Reduction of CO2 emissions
- Saving paper for the sake of the environment

Option 1

Through Ricoh Deutschland GmbH we have access to the [TRAFFIQX®](#) network, which enables digital document exchange. If you are already connected to this network, let us discuss the next steps in a timely manner.

If you do not yet have access to the [TRAFFIQX®](#) network, please contact Ricoh directly (outbound.ricoh-idx.net).

Option 2

Alternatively, invoices can be sent to the xf-rechnungseingang@stroeer.de mailbox. Please use an unencrypted pdf file. Each e-mail may only contain one invoice at a time.

If you need to send attachments to the invoice, you can either send them in the pdf document of the invoice or as a single pdf document.

Please note that the name of the enclosed attachment must begin with the following file name: Attachment_xyz.pdf (e.g. Attachment_Timesheet.pdf), AGB_xyz.pdf (e.g. AGB_Smith.pdf) or Appendix_xyz.pdf (e.g. Appendix_Performance record.pdf).

For questions and further documents, please use the kreditorenbuchhaltung@stroeer.de mailbox.

Paper invoices

If you are unable to transmit your invoice electronically, you can send your invoice to the following address

Ströer company name (please replace)
Postfach 1145
35607 Asslar

Thank you for joining us on the road to a digital future.

Best regards

Your Accounts Payable Team