

Information on invoicing / receipt of invoice

Invoice address:

RECA NORM GmbH
Am Wasserturm 4
74635 Kupferzell

Information on the purchaser / order:

For the allocation of the invoice, the following information must be given on the invoice:

- Order number
 - Quantity
 - Price
 - Other allocation characteristics (in particular RECA article number)
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Transmission channels:

- **EDI – direct electronic connection**

We use EDIFACT D96A as exchange format. During data transmission, our order number and the individual item data must be transmitted.

If this path is an option for you, please contact us to clarify the details with you and set everything up accordingly.

- **Per e-Mail with PDF file (preferably in ZUGFeRD format)**

- e-Mail address for receiving invoices: warenrechnungen@recanorm.de
 - Preferably PDF+XML (Format e.g. ZUGFeRD 2 with EN16931)
 - An e-mail may only contain one receipt (not several invoices or credit notes in one e-mail)
 - on the PDF document our order number must be present
 - Don't use this e-mail address for reminders, you can send them to kreditoren.buchhaltung@recanorm.de
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Contact: Accounts Payable, Tel. 07944/61-0, e-Mail: kreditoren.buchhaltung@recanorm.de