



KONICA MINOLTA

Info Sheet Supplier Invoicing Process

For

**Konica Minolta Business Solutions Deutschland
GmbH**

and

Konica Minolta Business Solutions Europe GmbH

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Konica Minolta considers itself a trendsetter and driver of innovation – achieving business success for our customers and business partners. As part of our efforts to continuously improve quality, efficiency and service, we are further adapting our incoming invoice process and centralising this across Europe, in our Global Shared Services (GSS).

With this information sheet, we would like to inform you about Konica Minolta's supplier invoicing process with an aim to process and pay supplier invoices in accordance to the industry best practice.

E-Mail address used only for sending invoices in PDF / electronic format

Eingangsrechnungen@konicaminolta.de

Please note that this email should only be used for sending electronic/PDF invoices and credit notes.

Requirements related to electronic invoices sent by e-mail

DO's	DON'Ts
<ul style="list-style-type: none">• Please scan only one invoice per file in True PDF, PDF, TIF or TIFF format.• Please include the invoice as the first page(s) and related supporting documentation as subsequent pages within the same image (file).• Invoice image should be black & white.• Please note that a maximum of 10 attachments can be sent in one email, maximum size of the email is 10 MB.• Ideally, you send us an email per invoice.	<ul style="list-style-type: none">• Please DO NOT send multiple invoices in the same file.• Please DO NOT password protect the images or send them as an archived file.• Please ensure there is no automated reply set up in the mailbox you use for sending your invoices.• Please DO NOT use the invoicing email addresses to send any other type of query or emails without invoices attached, as these will be not processed in the Konica Minolta system.

We are strongly encouraging you to send us your invoices in electronic format (PDF/TIF), if you have not been sending us electronic invoices yet. This is our preferred option as it is the most efficient way to process and pay invoices faster. This will save you some unpleasant instances where invoices can be delayed in the post as well as avoid effort in printing and postage costs.

Postal address for sending invoices to our centralised invoice mailroom

Konica Minolta Business Solutions Deutschland GmbH	Konica Minolta Business Solutions Europe GmbH
Konica Minolta Business Solutions Deutschland GmbH Zentraler Rechnungseingang Postbox 90 02 23 12402 Berlin - Germany	Konica Minolta Business Solutions Europe GmbH Zentraler Rechnungseingang Postbox 90 02 23 12402 Berlin - Germany

All other correspondence not related to Accounts Payable activities within Konica Minolta remains unchanged.

Mandatory requirements / details required on invoices

The following details are mandatory to ensure proper invoices processing in the Konica Minolta system:


- Purchase number or order number of Konica Minolta
- The correct and complete VAT ID, depending on place of delivery/service
- Konica Minolta's contact person/buyers name
- If no order number available:
 - Name of person or department responsible in Konica Minolta
 - Place of delivery/service
- Any other details that can help identify the recipient by content


We would like to bring to your attention that all requirements specified in this sheet are particularly important to ensure a proper invoice and query processing in Konica Minolta system. Any failure to these requirements might lead to delayed payment.

Accounts Payable helpdesk contact details

For any invoice payment related query or other electronic documents and statements, our Accounts Payable helpdesk department can be reached

Mon – Fri: 8:00 AM - 5:00 PM CET at:

 **+49 511 74045173**

 gss.aphelpdesk@gss.konicaminolta.eu

Konica Minolta's buyers will continue to be your first point of business contact and manage the communication flow between you as a supplier and Konica Minolta for any purchasing activity.

Please use this information to amend and update your records and associated databases to ensure a prompt and effective payment process. If you use any other companies in trading with us (i.e. invoicing agents), please ensure you inform them.



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