



Huf Portuguesa, Lda.
Zona Industrial Municipal | Adiça | 3460-070 Tondela | Portugal

20.10.2020

Dear Ladies and Gentlemen,

We constantly strive to optimize our processes and internal procedures. In this regard, we will centralize the receipt of paper invoices for Europe in our Shared Service Center Romania.

In this regard, we would like to point out the possibility to provide us the invoices electronically. You can send invoices or credits **for Huf Portuguesa, Lda.** as PDF files to the following email address: Invoice.Portugal.C12@huf-group.com

An essential prerequisite is that you reach an agreement with us on electronic invoicing, so-called "PDF invoicing". If you are interested in PDF invoicing, please fill out the attached agreement and send it signed to the following email address: purchasing.information@huf-group.com.

If you would still prefer to send us paper invoices, the following changes are necessary due to the switch:

As of **01 November 2020**, our billing address for paper invoices will be as follows:

Invoice recipient:

Huf Portuguesa, Lda.
Cladirea ISHO Offices , B-dul.Take Ionescu nr.50-52 ,
Receptie 2, Cutie Postala HUF, 300124
Timisoara , Romania

Service/goods recipient:

Huf Portuguesa, Lda.
Zona Industrial Municipal | Adiça |
Apartado 89 | P-3460-070
3460-070 Tondela | Portugal

Huf Portuguesa, Lda.
Zona Industrial Municipal | Adiça |
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3460-070 Tondela | Portugal

Fábrica de componentes para o automóvel | Unipessoal | Lda. Contribuinte N°. PT 502 646 160
Capital Social: € 1.500.000.00 | Inscrita na Conservatória do Registo Predial de Tondela sob o nº 447



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We emphasise that invoices received after 01/11/2020 at our previous address can't be processed. For this reason, we kindly ask you to promptly update the billing address in your master data. To ensure smooth processing of the invoice, the Huf order number must be indicated on your invoice. This is essential to enable timely processing of the invoice.

With kind regards
Huf Portuguesa, Lda.

Valid without signature



E-MAIL INVOICING AGREEMENT

Supplier Name:

Supplier No.:

Supplier Address:

Supplier VAT Number:

(hereafter Supplier)

Hereby the Supplier and **Huf Portuguesa, Lda.** agree to the electronic transfer of invoices and credit notes as PDF documents via e-Mail. The mandatory prerequisite for the transfer of electronic invoices and credit notes are shown below and require to be fulfilled cumulative:

- Invoices are transferred as PDF Document as e-Mail attachment. (Please use PDF-A documents).
- Only one attachment per e-mail is permissible.
- Only one document (invoice or credit note) is allowed as an attachment. If more than one invoice or credit note needs to be sent, each invoice or credit note must be sent by separate e-mail).
- Size of attachment may not exceed 10 MB.
- No e-mail content is allowed (the e-mail content should be blank, as it will be ignored by the system).
- It is the responsibility of the supplier to ensure that electronic invoices or credit notes comply with the applicable legal regulations and in particular with the Value Added Tax Law and the respectively valid EU-Value Added Tax Directive.

Please note that all above requirements must be met to ensure electronic documents are processed correctly. The electronically transmitted document will not be accepted otherwise.

With effect from _____ invoices and credit notes will be transferred electronically to **Huf Portuguesa, Lda.**. The transmission will be acceptable only to the following email address: ([mailto: Invoice.Portugal.C12@huf-group.com](mailto:Invoice.Portugal.C12@huf-group.com)).

Date

Company Stamp and signature

Please send this agreement completed to e-mail address purchasing.information@huf-group.com.