

These instructions will ensure we can process your invoices as quickly and easily as possible to avoid delays and late payment.

**Dematic GmbH**

**Martinseestrasse 1 | 63150 Heusenstamm | Germany**

**Email:**

Invoices only should be sent directly to: [Dematic0005@e-DocsUK.co.uk](mailto:Dematic0005@e-DocsUK.co.uk)

1. Each Invoice should be a PDF or tiff format scanned at 300DPI with a good readable quality
2. All invoices must be sent as separate attachments and must not include any other attachments e.g. email correspondence, forwarded emails etc.
3. The invoice must be on the first page with any supporting documents at the end of the attachment
4. One invoice per attachment (1 page or multiple page invoices acceptable)
5. Multiple invoices can be sent in 1 email but each must be a separate attachment.
6. Invoices sent as PDF's must be unlocked in security settings
7. Each attachment must have a unique reference
8. Each document must have a Purchase Order

**Please note:** Document processing will be delayed if the above rules are not adhered to. E-Docs will reject the documents and you will be contacted to re-submit invoices correctly.

All correspondence including statements, chaser letters, queries, should be emailed to:

[VendorQueries.ILD-D@kiongroup.com](mailto:VendorQueries.ILD-D@kiongroup.com) or call **+49 4958 302 5222** to speak to the DE Accounts Payable team