



KBN
Accounting Processes
accounting@ec-burghausen.de

Dear Suppliers of ECM,

ECM is now able to receive your invoices in PDF format via email. Please use this faster option when possible in order to efficiently process your invoices using the instructions below:

Technical requirements for invoices and credit notes:

- Please send exclusively to invoice@ec-burghausen.de and not to employees or other mailboxes of ECM or Kraftanlagen Group. (Please do not cc to any other employees)
- Please send only one PDF file per email.
- Please send several emails if you want to send several invoices.
- Please send only one invoice per email (Multiple invoices should be submitted in a separate emails).
- Please attach all related documents in the invoice PDF (EX. delivery notes, time sheets, measurements, etc.).
- Only PDF files without any encryption or password can be processed.
- The PDF file size should not exceed 5 MB.

Content requirements for invoices and credit notes:

- Full name of the ECM employee who requested/collected
- If applicable: please add our ECM order number (7 digits). Only one order per invoice. Please check if invoice details match the corresponding order (price, order unit, terms of payment and delivery)
- If no order number is available: Please use our project ID (8 or 9 digits, 9xxxxxx) or cost center (7 digits, 8xxxxxx)

Please note:

By sending your invoice to invoice@ec-burghausen.de you agree to our binding quality standards regarding electronic invoicing. In case you don't agree, please only send paper invoices.

Any questions?

Please note that our billing mailbox is an automated mailbox. Emails to this address won't be read or answered. Please send any queries or further correspondence such as reminders to:

accounting@ec-burghausen.de

Thank you for your support.

Best Regards,

ECM Ingenieur-Unternehmen für Energie- und Umwelttechnik GmbH

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