

SHW AG – Postfach 32 80 – 73414 Aalen

## To our suppliers

Our reference Financial accounting  
Date October 2019

### Changeover from paper invoices to electronic invoices in PDF format

Dear business partners,

The SHW Group is working hard to speed up its administrative processes. In view of this, we aim to receive and process suppliers' invoices in electronic form in future. To this end, we have installed an invoice processing and archiving system with which we will be able to process PDF invoices as an email attachment.

In future, please send your invoices to our mailbox:

[Incoming-invoice@shw.de](mailto:Incoming-invoice@shw.de)

The new process is subject to the following requirements:

- Each invoice must include the SHW order number. Please do not combine multiple orders into one invoice,
- Only PDF invoices (.pdf file format) will be processed,
- The PDF invoices must not be read-only,
- One PDF document may only contain one invoice, including the corresponding appendices,
- One email may contain multiple PDF invoice attachments,
- All additional file formats attached as well as the content of the email itself will be disregarded and will therefore not be processed any further.

Vorstand:  
Wolfgang Plasser, Vorsitzender  
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Vorsitzender des Aufsichtsrats:  
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Should you be unable to issue PDF invoices for technical or organisational reasons, we request that you send your paper invoices solely to the following address in future:

SHW AG  
Postfach 3280  
73433 Aalen  
Germany

We would be happy to answer any questions you may have.

Kind regards,

SHW AG

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sgd.  
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