

Introduction

Aurubis AG - Corporate Procurement Division - uses a so-called e-mail invoicing tool for invoice processing. Suppliers ("invoice issuers") are therefore requested to make their invoices available to Aurubis AG in accordance with the following requirements.

Requirement

In order to increase efficiency and meet the sustainability requirements of both companies, the invoice issuer confirms the following requirements.

1. Invoices are sent to Aurubis by the invoicing party as a **PDF document** (Adobe Acrobat) or alternatively as a **ZUGFeRD** or **X invoice** by e-mail. The invoicing party must comply with the applicable requirements for electronic invoices in the respective country. For its part, Aurubis ensures that invoices are processed in accordance with the applicable standards.
2. Invoices are only to be sent to the following e-mail address: **accountinginvoice@aurubis.com** This e-mail address is to be used exclusively for sending invoices. Other documents (e.g. reminders, order confirmations) will not be considered. The content of the e-mail (e.g. queries, requests for clarification) will also not be taken into account. The invoicing party shall note that invoice details outside the formats specified in **1.** above cannot be processed.
3. The invoicing party may not send more than 10 individual invoice files per e-mail to Aurubis.
4. A file may only contain a single invoice. However, if a proof of performance has been contractually agreed for the invoice payment, this file must also contain the proof of performance.
5. Invoices and proof of performance in two separate files are not accepted.
6. Likewise, no files are accepted in which several individual invoices have been combined.
7. Invoices that do not meet these requirements are deemed not to have been received by Aurubis.
8. Scanned invoices should be created in black and white. The scan quality must be at least 150 dpi and should not exceed 300 dpi.

The agreement is limited to the receipt of invoices. The form of dispatch of important documents such as VAT-relevant export certificates, customs documents etc. remains unaffected.

By using the above e-mail address, the invoicing party confirms compliance with these requirements.

Hamburg, 08.05.2025