



# KAEFER

KAEFER Isoliertechnik GmbH & Co. KG | Marktstraße 2 | 28195 Bremen

<Name of supplier>  
<Street>  
<ZIP-Code> <City>

Department: DFI  
Reference: Mr. Emde  
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E-Mail: Alexander.Emde@kaefer.com

Date: Bremen, 25. November 2016

## IMPORTANT INFORMATION: Change of invoice requirements for the German companies of the KAEFER group

Dear Ladies and Gentlemen,

we would like to ask you to please take note of the following, new requirements regarding invoices sent to the KAEFER group:

1. Starting today, please send your **invoices** and **credit notes** for the German companies of the KAEFER group exclusively to the following invoice address starting. Please note, that the KAEFER internal company number (KAEXXXX) is mandatory.

KAEFER Isoliertechnik GmbH & Co. KG  
**KAEXXXX**  
Postfach 210432  
28224 Bremen

An overview of all relevant KAEFER companies including the respective KAEFER internal company number (**KAEXXXX**) can be found in appendix 1.

Addresses for other correspondences (e.g. order confirmations, reminders, contracts, info-mailings) are not affected by this change and remain the same.

2. Please do not attach the original results of your service (e.g. measurement sheets, reports or maintenance records) to the invoice but send these documents, including a copy of the invoice, directly to your KAEFER contact.
3. We now offer our suppliers to send invoices in electronic form to an e-mail account. If applicable, please send your invoice as a PDF file to [ap.de@kaefer.com](mailto:ap.de@kaefer.com). Please ensure that only one PDF file is attached per e-mail.

KAEFER  
Isoliertechnik GmbH & Co. KG  
Marktstraße 2  
28195 Bremen  
Tel. +49 421 3055 0  
Fax +49 421 18251  
[www.kaefer.com](http://www.kaefer.com)

Sitz der Gesellschaft: Bremen  
Amtsgericht Bremen, HRA 14280  
USt-Ident-Nr.: DE114528536

PhG: HPK Verwaltungs-GmbH  
Sitz der GmbH: Bremen  
Amtsgericht Bremen, HRB 3202

Geschäftsführer der GmbH:  
Peter Hoedemaker, Vorsitzender  
Philipp Dalheimer  
Steen E. Hansen

Bremer Landesbank  
IBAN: DE37 2905 0000 1004 9250 00  
SWIFT BIC: BRLADE22XXX  
Commerzbank AG  
IBAN: DE31 2904 0090 0101 1055 00  
SWIFT BIC: COBADEFFXXX  
Deutsche Bank AG  
IBAN: DE82 2907 0050 0173 1736 00  
SWIFT BIC: DEUTDEHBXXX



**KAEFER**

4. Please ensure that besides the billing address the correct service recipient is always shown on the invoice.

Example:

Billing address:

KAEFER Isoliertechnik GmbH & Co. KG  
**KAEDT36**  
Postfach 210432  
28224 Bremen

Service recipient:

KAEFER Schiffsausbau GmbH  
Getreidestraße 3  
28217 Bremen

Furthermore we would like to call your attention again to the general accounting requirements, which you should have already received in a separate letter:

1. Each invoice can only be assigned to **one** KAEFER company. Please **do not send invoices with multiple service recipients.**
2. Please note that the **delivery address** may differ from the service recipient. For the delivery address please refer to the corresponding KAEFER order.
3. Please always indicate the **order number** on the invoice which was sent to you with the KAEFER order or, if you haven't received it, ask your KAEFER contact for it.
4. If no order number can be provided to you, please indicate the **e-mail address** of your KAEFER client as well as the **WBS-element** or the **cost center** of the respective project or client. For invoices without order number this information will ensure a quick processing by us.
5. Please create **one invoice for each order number**. For each additional order number a new invoice is required.
6. Please also indicate the **line item number** according to the corresponding KAEFER order.
7. Please ensure that clear **keywords** (headings) are mentioned on your invoices before important numbers or texts (e.g. invoice number, delivery date, order number).
8. Please do not staple or tack invoices and appendices in the future.
9. Prospectively, please do not send double-sided invoices to us. General terms and conditions (GTCs) can still be printed on the back of your invoices.
10. Please send invoices only in **DINA4 format** and not on colored paper. Measurement sheets (explanatory sketches, tables etc.) which are sent directly with an invoice copy to the KAEFER contact can still be sent in larger formats.
11. Additionally, we would like to ask you to ensure that your invoices match all legal requirements (e.g. §14 UStG) in addition to the updated KAEFER specific requirements mentioned here.

Please forward this letter to the responsible employee within your company.



**KAEFER**

Please do not hesitate to contact us if you have any questions. The following contact persons are available for any queries:

Mr. Heeren (+49 421-6109296, [roman.heeren@kaefer.com](mailto:roman.heeren@kaefer.com)),  
Ms. Gnech (+49 421-3055173, [angela.gnech@kaefer.com](mailto:angela.gnech@kaefer.com)),  
Ms. Drabner (+49 421-3055246, [katja.drabner@kaefer.com](mailto:katja.drabner@kaefer.com)) and  
Ms. Franck (+49 421-3055122, [regina.franck@kaefer.com](mailto:regina.franck@kaefer.com)).

Thank you for your cooperation.

Best regards from Bremen

KAEFER Isoliertechnik GmbH & Co. KG

Katrin Jeschke  
Head of DFI

Alexander Emde  
Head of Accounting



## Appendix 1: Overview of all relevant KAEFER companies (in alphabetical order)

<b>Service recipient:</b>	<b>Billing address:</b>
<b>KAEFER Isoliertechnik GmbH &amp; Co. KG</b> Marktstraße 2 28195 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT01</b> Postfach 210432 28224 Bremen
<b>1. Projektgesellschaft Fischereihafen GmbH</b> Marktstraße 2 28195 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT29</b> Postfach 210432 28224 Bremen
<b>BTS Blechtechnik und Service GmbH</b> Getreidestraße 3 28217 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT24</b> Postfach 210432 28224 Bremen
<b>KAEFER Construction GmbH</b> Getreidestraße 3 28217 Bremen <i>(Applies for all branch-offices)</i>	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT39</b> Postfach 210432 28224 Bremen
<b>KAEFER ESG GmbH</b> Müllereiweg 2 25572 Büttel	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEGT02</b> Postfach 210432 28224 Bremen
<b>KAEFER Foundation gGmbH</b> Marktstraße 2 28195 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEGT01</b> Postfach 210432 28224 Bremen
<b>KAEFER GmbH</b> Marktstraße 2 28195 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT05</b> Postfach 210432 28224 Bremen
<b>KAEFER Immobilien Beteiligungs GmbH</b> Marktstraße 2 28195 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT10</b> Postfach 210432 28224 Bremen
<b>KAEFER Immobilien GmbH &amp; Co. KG</b> Marktstraße 2 28195 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT06</b> Postfach 210432 28224 Bremen
<b>KAEFER Industrie GmbH</b> Getreidestraße 3 28217 Bremen <i>(Applies for all branch-offices)</i>	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT38</b> Postfach 210432 28224 Bremen
<b>KAEFER Montage GmbH</b> Ludwig-Erhard-Ring 10 15827 Dahlewitz <i>(Applies for all branch-offices)</i>	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT25</b> Postfach 210432 28224 Bremen



# KAEFER

<b>Service recipient:</b>	<b>Billing address:</b>
<b>KAEFER Products &amp; Systems Sales GmbH</b> Marktstraße 2 28195 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT13</b> Postfach 210432 28224 Bremen
<b>KAEFER Schiffsausbau GmbH</b> Getreidestraße 3 28217 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT36</b> Postfach 210432 28224 Bremen
<b>KAEFER Service GmbH</b> Getreidestraße 3 28217 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT59</b> Postfach 210432 28224 Bremen
<b>KAEFER Service- und Wartungs-GmbH</b> Marktstraße 2 28195 Bremen	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT23</b> Postfach 210432 28224 Bremen
<b>KAEFER Technik und Service GmbH</b> Bretonischer Ring 10 85630 Grasbrunn	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT37</b> Postfach 210432 28224 Bremen
<b>SKM GmbH</b> Am Kielsgraben 8 40789 Monheim	KAEFER Isoliertechnik GmbH & Co. KG <b>KAEDT03</b> Postfach 210432 28224 Bremen