



Electronic invoice mailing guidelines for the KTR Group

If you have decided to electronically send the invoices to the KTR Group by e-mail, please follow the following guidelines:

Receiving addresses of the participating companies for invoices:

- KTR Systems GmbH → Invoice@ktr.com
- F. Tacke GmbH & Co. KG → Invoice-Tacke@ktr.com
- KTR Brake Systems GmbH → Invoice-KBS@ktr.com

All three mailboxes are for invoice and credit note purposes only.

Receiving addresses for correspondence regarding invoices:

- KTR Systems GmbH → Accounting@ktr.com
- F. Tacke GmbH & Co. KG → Accounting@ktr.com
- KTR Brake Systems GmbH → Accounting-KBS@ktr.com

These mailboxes are available for reminders and other accounting queries.

Requirements:

- Please send us each invoice as a PDF file in a separate e-mail.
- If the invoice has an attachment, this must be sent together with the invoice in a PDF file.
- Other documents and/or additional files will not be processed. In particular, we ask you to refrain from resending general terms and conditions.
- Invoices via EDI are possible. Feel free to contact us to discuss the next steps.

If you have any questions, please do not hesitate to contact our Accounts Payable Department.