

Güdel AG, Langenthal, Switzerland

### Information regarding suppliers' invoices

Due to the recent introduction of SAP in the company, all invoices now have to correspond exactly to the details contained in the original order. If this is not the case, delays in payment may occur.

#### **I. The following points must be observed:**

- I.1. It is imperative that the invoice contains the same items, with the same total order values, as both the original order and the order confirmation.
- I.2. This also means that, ideally, the transport costs should be calculated before the order is placed and listed separately for each component, so that the parts can be ordered with the transport costs already included (as per the agreed Incoterms).

#### **Amendments to orders**

If any amendments, such as the date of delivery etc., are made to the order while the order is already in the process of being executed, it is imperative that these amendments are agreed forthwith with the relevant purchasing manager. The revised details should be confirmed by issuing an order confirmation to either the relevant purchasing manager or our Order Management department before the parts are delivered.