



We create chemistry

Sending of PDFs and Quality Standards for invoices

Dear vendor,

one of the central goals of BASF is to continuously develop and improve cooperation with our vendor. You can support us in our efforts by sending your invoices to us in **PDF format** and keeping our **quality standards** in mind.

Sending your invoices in PDF format ensures, on top of significant cost savings for you, a much faster transfer of your invoices which in turn supports us in optimizing the processing time of your invoices.

Please follow the instructions in the enclosed brochure and send your invoices to the respective company e-mail address only.

Before sending a PDF invoice to a BASF group company please make sure that this method is legally accepted in the recipient's country. Attached you will find a list of BASF companies that accept PDF invoices as well as the respective e-mail addresses.

Please note that the method you choose to submit your invoices as well as the invoice quality are an integral part of our vendor evaluation. Invoices which do not meet our quality standards may lead to significant delays in payment.

Many thanks for your support.



Best regards

Martin Reiner
Head of Accounts Payable



Tom van Dijck
Head of Procurement Hub Coordination Europe

BASF Services Europe GmbH
Rotherstraße 11
10245 Berlin
Deutschland
Telefon: +49 30 2005-5000
Telefax: +49 30 2005 566 5999
essc.communications@basf.com

Sitz der Gesellschaft
10245 Berlin
Registergericht
Amtsgericht Berlin-Charlottenburg
Eintragsnummer: HRB 97140

Bankverbindung
Deutsche Bank
67059 Ludwigshafen
Girokonto 00 153 999 00
BLZ 545 700 94
SWIFT-Code DEUT DE SM 545
IBAN DE 365 457 009 400 153 999 00

Vorsitzender des Aufsichtsrats
Hartwig Michels
Geschäftsführung
Daniel Dornbusch,
Georg Kolle-Goergen

