

PHOENIX TESTLAB GmbH • Königswinkel 10 • D-32825 Blomberg, Germany

Letter of approval for E-Billing

Königswinkel 10
32825 Blomberg, Germany
Phone +49(0)5235-9500-0
Fax +49(0)5235-9500-20
office@phoenix-testlab.de
www.phoenix-testlab.de

12 March 2021
Dr. Altmaier / JH

Dear Sir or Madam,

The Phoenix Testlab GmbH wants to embrace paperless processes. Our endeavor to do this is to eliminate the unnecessary effort and expense involved for both sides when sending, processing, and archiving bills.

So we plan with you as our supplier to exchange invoices in electronic format in future. Due to the change in requirements effected by the German Tax Simplification Act 2011 (Steuervereinfachungsgesetz 2011 (Article 5)) has made the procedure for electronic billing considerably easier. It is now possible to exchange billing data in PDF format via e-mail. An electronic signature is no longer required, simply a PDF as a mail attachment.

The use of electronic billing offers numerous advantages for both parties, which we want to benefit together with you:

- Contribution to environmental protection (conservation of resources)
- Faster, optimized processes
 - Cost savings
 - Reduced effort
 - Complete digitization
 - On-time submission of bills without delay

We would like to point out that this is an automated process and information given within the email or outside of the invoice document is not taken into account and is therefore not binding.

When participating in the E-Billing process, please be sure to observe the requirements described on our website.

Until further notice, this letter represents Phoenix Testlab's written consent to receive PDF invoices.

Please archive this letter if necessary.

Thanks for your support!

Best regards

Phoenix Testlab GmbH
Accounting and Purchasing Department