

Required information in case of incoming invoices Central Invoice Receipt

1. The consistent tracking of the central incoming invoice

The incoming point for the invoices of the German sites is the accounting department in Stolberg, for the Dutch sites the accounting department in Heerde, and for the Romanian company in Bucuresti; from there, the invoices are sent via post or PDF to the external service provider.

2. Complete information on the incoming invoices

Here one must distinguish between invoices for materials, such as packaging materials and raw materials or invoices that are booked on certain cost centers and internal orders.

In case of material orders it is compulsory to indicate the **order number** and the **delivery note number**.

Furthermore, for most suppliers the specification of **delivery note number, item number, description, quantity, unit of measure, price / price unit and value** is standard.

In case of bills of charges it is compulsory to indicate the **charged cost center**, the **number of the internal order** and the **name of the customer**. If there is an order for the bill of charge, the **number of the order** must be specified.

Please note that in case this compulsory information is missing from the incoming invoices, the missing or incomplete information can ultimately lead to the return of the respective invoice to the service provider for correction.

In addition the company name and the address must be correct.

In order to reduce the number of incoming invoices in paper form, **the invoices must be sent to the specified e-mail addresses in PDF format or format ZUGFeRD:**

- **DALLI-WERKE GmbH & Co. KG**
Abt. Rechnungswesen
Zweifaller Str. 120
52224 Stolberg

Invoice.Dalli@dalli-group.com

- **WIN COSMETIC GmbH & Co. KG**
Abt. Rechnungswesen
Zweifaller Str. 120
52224 Stolberg

Invoice.Win-Cosmetic@dalli-group.com

- **WIN AEROSOL GmbH & Co. KG**
Abt. Rechnungswesen
Zweifaller Str. 120
52224 Stolberg

Invoice.Win-Aerosol@dalli-group.com

- **Dalli-De Klok B.V.**
t.a.v. de Crediteurenadministratie
Postbus 38
8180 AA Heerde

Credit@dalli.nl

- **Dalli DC OST S.R.L.**
Accounting Department
Str. Ing. George Constantinescu, nr. 4B si 2 - 4,
Cladirea B, etaj V, Sector 2, camera 19
020339 Bucuresti

Invoice.Dalli-DC-Ost@dalli-group.com