

PROCESSING OF ELECTRONIC INVOICES FROM JANUARY 1, 2026

To make sure we can continue processing your electronic invoices after our system upgrade, please observe the following requirements.

- **Password-protected files** or **emails requesting read receipts** cannot be processed.
- Only **one invoice** can be processed per email. The invoice and any related attachments must be included as **PDF files** in the email (ZIP files are not accepted).
- The **invoice** and its **attachments** must be sent as **separate PDF files**.
- Attachments must be **clearly titled** and must include the prefix **“AN”** or **“AT”**. The invoice PDF does not have to follow a specific naming convention but must be clearly distinguishable from the attachments.

Examples:

- **Invoice** = RE123456789.PDF - **Attachment** = **AN**987654.PDF
- **Invoice** = 123456789.PDF - **Attachment** = **AT**987654.PDF

Invalid examples:

- **Invoice** = **AT**123456789.PDF - **Attachment** = 987654.PDF
- **Invoice** = 123456789.PDF - **Attachment** = 987654.PDF
- Files in formats other than PDF (e.g., *.docx, *.xlsx, etc.) **cannot be processed** by the system.
- Please ensure that the **corresponding LEMKEN purchase order number** is stated on your invoices.

e-Invoices / XML Invoices with Structured Data:

The following formats containing valid data can be processed:

- ZUGFeRD V2.x
- X-Rechnung