

PHOENIX CONTACT GmbH &amp; Co. KG · 32825 Blomberg

13. October 2022

**Letter of approval for e-Billing**

Dear Sir or Madam,

The PHOENIX CONTACT Group wants to embrace paperless processes. We want to do this to eliminate the unnecessary effort and expense involved for both sides when sending, processing, and archiving bills.

We are therefore planning to exchange bills with you, our supplier, in electronic format in future. 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 from together with you, namely:

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

If you wish to participate, we only ask you to send invoices to the e-mail address approved for the respective company. In addition, failure to comply with quality standards (see homepage) can lead to significant delays in payment.

On the Phoenix Contact homepage you will find an overview of the companies that accept PDF invoices. In this case, the present letter constitutes the written consent of Phoenix Contact for the receipt of PDF invoices until further notice. Please archive this letter if necessary.

Thanks for your support!

Best regards

Head of Accounts Payable

Head of Corporate Purchase

PHOENIX CONTACT GmbH &amp; Co. KG

Partner with unlimited liability:  
Phoenix Contact Verwaltungs GmbH  
Register Entry:  
Local court Lemgo HRB 5273  
Register Entry:  
Local court Lemgo HRA 3746  
Turnover Tax ID No.: DE124613250  
Registration Number EAR:  
WEEE-Reg.-No.: DE50738265

Executive Board:  
Frank Stührenberg (CEO)  
Dirk Görlitzer  
Torsten Janwecke  
Ulrich Leidecker  
Frank Possel-Dölken  
Axel Wachholz

Deutsche Bank AG  
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IBAN:  
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