

Invoicing requirements

In order for us to be able to process your invoices and credit notes smoothly and pay them on time, we ask you to comply with the following requirements:

- Send the invoice or credit note only by e-mail to invoice@rubag.ch
- Send document in PDF format. All other file formats are rejected by the processing software
- The PDF must contain only one invoice
- Integrate payment slips and other documents into the PDF
- Our **central billing address**, independent of the delivery address:

RUBAG Rollmaterial und Baumaschinen AG
Sternenfeldstrasse 1-3
CH-4127 Birsfelden

- Invoice or credit note must contain this information:

- Delivery address
- Our order number
- Name of the purchaser
- Your company identification number (UID)

Sternenfeldstr. 1-3, CH-4127 Birsfelden
Fax 0848 800 555
info@rubag.ch
www.rubag.ch
IBAN CH04 0900 0000 4002 5020 4

RUBAG
Rollmaterial und Baumaschinen AG, gegründet 1904

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BESTELLUNG Nr. 149614
Lieferanten-Nr. 90001
Datum 04.03.2021

EBES149614RUB

Musterlieferant AG
Baumaschinen
Musterstrasse 8
CH-4127 Birsfelden

Lieferadresse: Sternenfeldstr. 1-3, 4127 Birsfelden

Ihre Ref.	Unsere Ref. Mike Müller
Bestellung vom 04.03.2021	Termin 04.03.2021

Your invoice cannot be processed without this information!

- Please send reminders and correspondence with the finance department exclusively to accounting@rubag.ch

We thank you for observing these points.

