

**Send your invoices by e-mail – quickly and postage-free**

Dear Sir or Madam,

We would like to offer you the opportunity to reduce your administration costs and protect the environment by sending us your invoices / credit notes by e-mail as **PDF** files, even without a digital signature.

This procedure offers the following **benefits for you**:

1. You send your invoices postage-free.
2. The associated processing costs are massively reduced.
3. You save on office materials (paper, envelope, printer supplies).
4. Your invoices can never get lost in the post.
5. They reach us in no time at all and are immediately ready for processing in our accounting system.

At the same time you also help us to make our processes more efficient and contribute to timely payments.

**The implementation of this procedure is very important to us and will also play a role in the selection of our suppliers in future.**

Please find attached the agreement required for this. As soon as we have received the agreement from you, completed and signed, we will send you the list with the e-mail addresses of each of our companies.

It is very important that you use the appropriate e-mail address for each Holcim company. This offer relates solely to the following Holcim companies, for which we are responsible:

- Holcim (Schweiz) AG / Holcim (Suisse) SA / Holcim (Svizzera) SA
- Holcim Kies und Beton AG / Holcim Granulats et Beton SA / Holcim Inerti e Calcestruzzi SA
- Holcim Bétondrance SA
- HOLCIM BF + P SA
- Praz S.A.
- BHL Beton SA
- NEUE PLASTREC AG
- Eugène Bühler & Fils SA
- Fanger Kies und Beton AG
- Rohstoffgewinnung Hohentengen GmbH
- Holcim (Vorarlberg) GmbH

Furthermore it is important to note that each invoice / credit note must be sent as a PDF document in a separate e-mail and must include your bank details.

In addition to the procedure described above, you can also send your invoice data to us in future by means of the **EDI process**. If you are interested in this, please tick the relevant box on the enclosed form. Please do not hesitate to contact us should you have any questions.

Thank you in advance for your early reply.

Kind regards

## Agreement for electronic invoice transfer with Holcim (Schweiz) AG and its subsidiaries in Switzerland

### Rechnungssteller:

.....  
.....  
.....

### Invoice recipient: Holcim (Schweiz) AG and its subsidiaries in Switzerland

1. The invoice recipient authorizes the invoice issuer to invoice all goods and services via electronic invoicing (e-mail including PDF).
2. The invoice issuer confirms that it is familiar with the legal regulations for the electronic exchange of data in Switzerland and guarantees that it will meet their requirements.

### Basic legal principles for Switzerland

The attention of the invoice issuer is drawn to the fact that when transferring data which are of relevance for input VAT deduction, irrespective of whether they are on paper or in electronic form, proof of origin and integrity must be provided. This proof can be assumed to have been provided if the basic principles of proper accounting according to Article 957a of the Swiss Code of Obligations (CO) have been complied with. **Paper invoices and electronic invoices are of equal status**, because the basic principles of proper accounting apply for all types of accounting records.

### Formal requirements for electronic invoicing

1. The electronic invoice must be attached to the e-mail in the form of a PDF file. Holcim can only process PDFs.
2. The PDF does not have to be certified, i.e. an electronic signature is not mandatory.
3. The invoice must be sent to the e-mail address of the respective Holcim company. Holcim will inform the invoice issuer about the respective e-mail addresses. These e-mail addresses are to be used exclusively for sending invoices and credit notes.
4. The e-mail addresses are not suitable for normal e-mails, as these cannot be delivered.
5. The following e-mail address is to be used for sending reminders: [servicedesk-ch@holcim.com](mailto:servicedesk-ch@holcim.com)
6. Each individual invoice/credit note is to be sent as a PDF document in a separate e-mail.
7. The subject line of the e-mail may not be empty.
8. The invoice issuer is to ensure that no invoices/credit notes are also sent in paper form.

### Invoice issuer

.....  
(Company)  
.....  
(First name and last name)  
.....  
(Position)  
.....  
(e-mail address)  
.....  
(Place, date, signature)

### Invoice recipient

Holcim (Schweiz) AG and its subsidiaries



Mara Grassi Greim  
Accounts Payable and Interface Manager  
[AP-CHE@holcim.com](mailto:AP-CHE@holcim.com)  
**(Not to be used for PDF invoices)**

☐ The invoice issuer is interested in transferring its invoice data by means of EDI processes.

Please sign the form and return it to:

**Holcim (Schweiz) AG Accounts Payable, Hagenholzstrasse 83, 8050 Zurich Switzerland**  
or by e-mail to [AP-CHE@holcim.com](mailto:AP-CHE@holcim.com)