

## Requirements for the acceptance of electronic order confirmations

VOLLMER only accepts electronic order confirmations that comply with certain conditions and rules. These rules are described in the following section.

The acceptance of electronic order confirmations is limited to Vollmer Werke Maschinenfabrik GmbH in Biberach.

### Rules and requirements (valid from 1<sup>st</sup> June 2019)

1. All electronic order confirmations must be sent to the following e-mail address:  
[oc-vobi@vollmer-group.com](mailto:oc-vobi@vollmer-group.com)
2. There must be a **separate** e-mail for **each** order confirmation.
3. The electronic order confirmation **must** be in **PDF** format.
4. All further attachments and formats (.jpg, .tif, etc.) will be ignored or may cause problems when importing the order confirmation.
5. Each order must be confirmed without delay, but no later than four working days after receipt of the order, stating the exact day of delivery (not the calendar week).
6. Deviating or additional information, such as price increases and changes to drawings, can no longer be considered and accepted on the order confirmation or in the e-mail. This information must be sent to us separately.
7. **Non-compliance** with these rules may cause **delays** in the processing of order confirmations or result in them **not being processed at all**.

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#### VOLLMER WERKE

Maschinenfabrik GmbH  
Ehinger Straße 34  
88400 Biberach an der Riß,  
Germany

Commerzbank Ulm  
SWIFT COBADEFFXXX  
IBAN DE56 6544 0087 0130 6000 00

Kreissparkasse Biberach  
SWIFT SBCRDE66  
IBAN DE20 6545 0070 0000 0120 74

BW-Bank Biberach  
SWIFT SOLADEST  
IBAN DE19 6005 0101 0004 4760 70

Registered office:  
Biberach  
Ulm District Court, HRB 640007  
VAT ID DE 144889422

Tel.: +49 (073 51) 571-0  
Fax: +49 (073 51) 571-130  
info@vollmer-group.com  
[www.vollmer-group.com](http://www.vollmer-group.com)

Deutsche Bank AG  
SWIFT DEUTDESS630  
IBAN DE33 6307 0088 0050 0488 00

CEO:  
Dr.-Ing. Stefan Brand  
Jürgen Hauger  
Chairman of the Supervisory  
Board:  
Martin Kapp