

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 1st June 2019)

1. All electronic order confirmations must be sent to the following e-mail address:
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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