



E-BILLING – INFORMATION SHEET FOR EXHIBITORS

How can I take part?

In the online registration of exhibitors, a box has been ticked to indicate you want to receive your invoice by e-mail. If you do not remove the tick, then you will still need to enter the e-mail address to which the invoice should be sent. Preferably this e-mail address should be a non-personalized e-mail address of your accounting department.

If you decide at a later point in time that you want to receive your invoice by e-mail, then you can e-mail the exhibition management to tell them the corresponding e-mail address to send the invoice to. We will then enter that e-mail address for you.

Are there any other implications of my decision to receive the invoice by e-mail?

Any reminders that become necessary will also be sent to this e-mail address.

In what format will the invoice be sent?

You will receive an e-mail, to which the invoice will be attached in PDF format.

What is the e-mail address of the sender?

noreply.electronicinvoice@messe-muenchen.de

What will be in the subject line of the e-mail?

Messe München and

- name of event in question
- type of invoice ('Rechnung/Invoice:' or 'Gutschrift/credit note:' or 'Storno/cancellation:')
- invoice number

e.g.: Messe München – bauma 2019 – Rechnung/invoice 1234567

What will be the content of the e-mail?

Rechnung/invoice: 1234567

Veranstaltung/event: bauma 2019

Dear Sir or Madam,

We are pleased that you are taking part in our electronic invoicing. You are therefore receiving the invoice solely as an attachment to this e-mail.

This e-mail was generated automatically. Replies to this e-mail cannot be received.

For further information:

phone: +49 89 949 20720; fax: +49 89 949 20729

E-Mail: Message@messe-muenchen.de

Can the subject and/or the content of the e-mail be individualized upon request?

No