

Uputstvo za dobavljače za KWS Srbija d.o.o.

Advice for suppliers of KWS Srbija d.o.o.

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SEEDING
THE FUTURE
SINCE 1856



Poštovani dobavljači i pružaoci usluga,

Svim procesima nabavke i plaćanja za KWS Srbija d.o.o. se upravlja centralno, preko KWS Berlin GmbH. U svrhu neometanog postupka naručivanja i brzog izvršenja plaćanja, molimo vas da poštujuete sledeće zahteve koji se odnose na fakture i druge dokumente:

Porudžbina i potvrda porudžbine

Sve centralno obrađene porudžbine vam se šalju digitalno sa adrese **gtc_proc_rs@kws.com**. Molimo vas da na ovu adresu šaljete i svoje potvrde porudžbina.

Primarni dokumenti

Na dostavnici / fakturi i svoj dokumentaciji za narudžbinu, jasno naznačite **primaoca**, kao i **KWS broj porudžbine (P.O.)**.

Da biste osigurali obradu vaših primarnih dokumenata (dostavnica / faktura) i plaćanje na vreme, dokumente nam šaljite e-poštom na adresu našeg preduzeća. **Pojedinačni dokument može da se odnosi na samo jednu porudžbinu**, ali može postojati **nekoliko (parcijalnih) dokumenata za jednu porudžbinu**.

U načelu, svaki dokument mora da sadrži sledeće podatke:

- **Tačna adresa za fakturisanje: KWS Srbija d.o.o., Industrijska 5, 21220 Bečej, Srbija**
- **Broj porudžbenice (P.O.) ili ime i adresa e-pošte vašeg KWS kontakta**
- **PDV broj za KWS Srbija d.o.o., 135168113**
- **PDV broj vašeg preduzeća**

Bićemo prinuđeni da odbacimo fakture koje ne ispunjavaju gorenavedene zahteve. Ostali važeći zakonski zahtevi u vezi sa fakturisanjem ostaju nepromenjeni.

Razlike između fakture i porudžbine na koju se odnosi zahtevaju dodatne interne radnje, što može dovesti do odloženog plaćanja ili odbacivanja fakture Ovo se posebno odnosi na sledeće:

- Dodatne stavke na fakturi (Izuzetak: naknade za isporuku ili pakovanje)
- Promene u ceni ili količini
- Korišćenje drugačijih jedinica (kao što su sati umesto dana ili kilogram umesto grama)

Pitanja i kontakt

Ako imate pitanja, obratite nam se putem e-pošte:

- ...za celokupan postupak nabavke i uslove plaćanja: vendor-data@kws.com
- ... za određena primarna dokumenta: invoice-rs@kws.com

www.kws.com



Dear suppliers and service providers,

All procurement and payment processes for KWS Srbija d.o.o. are managed centrally via KWS Berlin GmbH. To ensure a smooth order process and quick payment execution, we kindly ask you to comply with the following requirements regarding invoices and other documents:

Order & Order Confirmation

All centrally administered orders are sent digitally to you from **gtc_proc_rs@kws.com**. Please also send your order confirmations to this address.

Primary documents

On the delivery note / invoice and all order documentation, please clearly indicate the **recipient** as well as the **KWS purchase order (P.O.) number**.

To ensure that your primary documents (delivery note / invoice) are processed and paid in time, please send the documents via mail to our company address. A **single document may only refer to a single order**, but there may be **several (partial) documents for one order**.

In general, each document needs to include the following details:

- **Correct billing address: KWS Srbija d.o.o., Industrijska 5, 21220 Bečej, Srbija**
- **Purchase order (P.O.) number or name and email address of you KWS contact**
- **VAT registration for KWS Srbija d.o.o., 135168113**
- **VAT registration number for your company**

We will have to reject invoices that do not comply with the above requirements. Other applicable legal requirements regarding invoicing remain untouched.

Differences between an invoice and the respective order lead to additional internal efforts, which could result in a delayed payment or a rejection of the invoice This applies especially to the following:

- Additional invoice items (Exception: charges for delivery or packaging)
- Changes in price or quantity
- Use of different units (such as hours instead of days or kilogram instead of gram)

Questions & Contact

If you have questions, please reach out to us by email:

- ...regarding the overall procurement process and payment terms: vendor-data@kws.com
- ... regarding specific primary documents: invoice-rs@kws.com