

# Supplier check list for material deliveries

## OSRAM OS Regensburg

### OSRAM Purchase Order

#### Order Confirmation

RbgOrderConfirmations@osram-os.com

- within 3 days after receive of order
- Required confirmation:
  - ✓ material, qty & price
  - ✓ order number
  - ✓ delivery date
  - ✓ incoterms & payment terms
  - ✓ address of delivery

#### Proactive information policy

DirectMaterialDispo@osram-os.com

- in case of delay or quality issues OSRAM should be informed immediately by postbox e-mail (see above)

#### Complaints

complaints@osram-os.com

- open issues & questions regarding complaints

Please indicate always the LOC number!

### Delivery

#### Advanced shipping notification

traffic@osram-os.com

- tracking number
- pro-forma invoice
- packing list
- way bill

#### Certificates

CoFa@osram-os.com

#### Delivery note

incoming\_goods@osram-os.com

All delivery documents should be sent before the date of delivery or at least at the same time!

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### Invoicing

```
graph TD; Invoicing --> Mail[Invoice by mail (hardcopy)]; Invoicing --> Email[Invoice by E-mail (pdf only)]; Invoicing --> Reminders[Invoicing / Payment reminders];
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#### Invoice by mail (hardcopy)

OSRAM Opto Semiconductors GmbH  
CF AP, PO Box 200409  
93063 Regensburg  
GERMANY

**Not relevant within consignment!**

#### Invoice by E-mail (pdf only)

[InvoiceAP4088@osram-os.com](mailto:InvoiceAP4088@osram-os.com)

- **only** 1 invoice per 1 e-mail
- invoice has to be in black-and-white
- as subject please indicate your company name and PO number
- attachment only in pdf-format (no .doc, .xls or any other formats)
- no other communication within postbox
- only send invoice once (either via e-mail **OR** hardcopy)
- pdf should not extend 1 MB
- mailbox is only relevant for Osram Opto Semiconductors GmbH, no other Osram Companies

**Not relevant within consignment!**

#### Invoicing / Payment reminders

[RBGpayment@osram-os.com](mailto:RBGpayment@osram-os.com)

- open issues & questions regarding invoicing or payment reminders

**Please indicate always the number and date of your invoice or reminder!**