

Date	Version	REG - 04	
2019-12-01	1	Regulations concerning the use of electronic invoices	

§ 1. General provisions

1. These regulations specify the rules regarding electronic invoices in STEEL RBB Sp. z o.o. Sp. K., hereinafter referred to as STEEL RBB.
2. Electronic invoices are the default form of invoices issued and received by STEEL RBB.
3. The above is caused by concern for the natural environment, the welfare of which is one of the most important goals of STEEL RBB.
4. The term Customer is understood as a company or a private person which/who purchases from STEEL RBB.
5. The term Supplier is understood as a company or a private person which/who sells to STEEL RBB.
6. To all matters not covered by these Regulations, the binding law regulations in this scope shall apply.
7. Each Customer or Supplier cooperating with STEEL RBB is obliged to read these Regulations and comply with their provisions.
8. The electronic invoice consists in sending a sales invoice, a duplicate invoice, or a correction invoice issued in the electronic form, to the Customer by STEEL RBB or to STEEL RBB by the Supplier, in accordance with applicable regulations.
9. An electronic invoice issued in the electronic form is equivalent to sending an invoice issued in a paper form and it constitutes an accounting document.

§ 2. Rules for issuing electronic invoices

1. Electronic invoices issued by STEEL RBB are sent from the following address E-HANDEL@STEEL-RBB.PL to the address provided by e-mail by the Customer when placing the order and appearing on the order confirmation.
2. The Customer may opt out of receiving electronic invoices each time at the ordering phase.
3. The acceptance of the order confirmation in which the Customer's e-mail address, referred to in point 1, is provided, is equivalent to the declaration of the acceptance of electronic invoices.
4. An electronic invoice is delivered when the message including the invoice is sent to the Customer to the address provided.
5. The Customer is obliged to use (including storage) the received invoices in accordance with the principles set out in applicable regulations.
6. In special cases, when formal or technical obstacles prevent the issuing and sending of an electronic invoice, the document will be sent in a paper form.

§ 3. Rules for receiving electronic invoices

1. Electronic invoices received by STEEL RBB are sent to the following address: E-ZAKUPY@STEEL-RBB.PL from the address provided by e-mail by the Supplier when placing the order.
2. In the absence of technical possibility, the Supplier may send paper invoices.
3. Providing the address E-ZAKUPY@STEEL-RBB.PL by STEEL RBB when submitting the order is equivalent to making a declaration of the acceptance of electronic invoices.
4. An electronic invoice is delivered when the message including the invoice is sent to STEEL RBB.

§4. Final provisions

1. STEEL RBB reserves the right to amend these Regulations. All changes will be published on the STEEL RBB website.
2. The Regulations and any amendments thereto shall enter into force upon their publication on the website.

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