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Delivering Excellence

Dear All,

With regard to implementation of software for Electronic Document Circulation procedure, we wish to inform about several amendments which you can find noticeable.

Business area:

1. Change of the view of the order form (an example in the attachment).
2. Introduction of the electronic signature on the order form. Certificate in accordance with a joint proxy for Andrzej Michalski and Tomasz Karwatka. The accepted form in the light of the commercial law.

We also request to implement certain amendments, which are indispensable for proper operation of our system, namely:

1. To send electronic invoices to: **invoice.ecm@sandensmp.pl**
2. To put the order number on the invoice in each case.

Invoices sent to indicated email address need to meet the following requirements:

1. **Email can contain many files in the attachment, but only one of them can be the invoice of any name. Names of other attachments require to start with 'ZAL_'. (i.e. 'ZAL_regulamin.pdf').**

2. Permitted file types for invoices are: PDF or TIFF.

3. The invoice should be directly attached to the message.

4. Invoices sent by suppliers cannot be compressed (ie. zip, rar, etc.).

5. Invoices cannot be password-protected.

6. Invoices sent in TIFF format need to fulfil the following requirements:
   a. file format: multi-tiff,
   b. resolution: 300 dpi,
   c. black and white file,
   d. compression: CCITT T.6.

7. Resolution of images included in PDF files should be in the range of 96-600 dpi.

8. Email message with attachments cannot exceed the maximum size of 20 MB (current limitation of email boxes).

If incoming email does not fulfil the conditions 1-5, the system will send you the rejection information. Thereby the invoice will not be registered by our accounting department which entails lack of basis for settling the payment.

Tomasz Karwatka
Prokurent
Proxy

Andrzej Michalski
Prokurent
Proxy