

E-INVOICING PROCESS

Dear Sirs,

Each invoice sent must be done for one transport only. All invoices including several transports will be rejected. Please find below the E-invoicing process that must be strictly applied:

- 1- Write in subject of each e-mail the transport confirmation number. Example : 181234567
- 2- Always send the invoices with all transport docs attached (in pdf or jpg but NEVER .MSG or .ZIP files)
- 3- Send all invoices & transport documents to this e-mail address only: europandocs@chrobinson.com.
Do not add other e-mail addresses in your e-mails.
- 4- Only send one invoice + transport documents by e-mail.

Anyway, please be informed that we may request the original transport documents to be sent by post for some transports if our customers need them.

We would like to remind you that europandocs@chrobinson.com is an automatic e-mail address created to send invoices and transport documents **only**. No e-mail with reminders or question should be sent to that e-mail address, no answer would be provided.

To contact us for payment or invoicing matter, please write to europainbilling@chrobinson.com **only**.

Regards,

CH Robinson Europe BV