

Order for “Secure email delivery”

Delivery of the collective invoice and the attachment to the collective invoice

Please complete the form in full and send it to: securemail-jobrad@mercator-leasing.de

Contractual partner* / Lessee

Company:

Customer no. **: _____

Tel. no. for queries: _____

Street, house number: _____

Postcode and location: _____

As

the authorised representative according to the Leasing Framework Agreement (attachment 1)

the legal representative of the Lessee

, I hereby request the delivery of all collective invoices and attachments to the collective invoice to be changed over to email delivery.

Your company has a certificate. After submitting the order, please send a signed email from the above email address to securemail-jobrad@mercator-leasing.de.

Your company does not have a certificate. Subsequent to the changeover, you would expressly like the documents to be delivered to a SecureMail portal, and you comply with all the instructions on the retrieval.

Please note that if you do NOT send us a signed email, subsequent to the changeover, the delivery of the documents together with the submission of your order will take place to a SecureMail portal, so that the necessary certificate exchange can take place automatically. Submitting the order form alone is not sufficient in this case. **Detailed information is available at: www.mercator-leasing.de/secure-email-delivery**

The delivery is commissioned to the following, non-personal email address(es):

Collective invoice:

Attachment to the collective invoice:

After entering your order, you will receive a corresponding confirmation from us that your changeover will take place on the next date of invoice. However, we will only send this confirmation to the email address specified for the collective invoice including the attachment to the collective invoice, even if you have specified a different email address for the attachment to the collective invoice.

In placing this order, you declare that the aforementioned email address inbox is configured for a file size of 20 MB.

Principal (first name and surname)

* Contractual partner according to the Leasing Framework Agreement or the contractual agreement on the connection as an affiliated company.

** You will find the customer no. (business partner no./GP no.) on the attachment to the collective invoice from Mercator-Leasing.