

Rules and regulations on electronic invoice use at Ricoh Polska sp. z o.o.

§ 1. General provisions

1. These Rules and Regulations define the principals of electronic invoice and electronic dunning letter use at Ricoh Polska sp. z o.o. (hereinafter referred to as „Ricoh”).
2. The term „Customer” shall be referred to as an entrepreneur cooperating with Ricoh, that receives access to the Ricoh iDocs service system.
3. The term Ricoh iDocs service system shall be referred to an electronic archive containing electronic invoices and electronic dunning letters documents made available.
4. In matters not regulated herein, the provisions of the Act of March 11, 2004 on value added tax, hereinafter referred to as the “Act” shall apply.
5. Each Customer, having the possibility to receive electronic invoices and electronic dunning letters is obliged to be acquainted with these Regulations before completing the form "Declaration of acceptance of electronic invoices" and comply with its provisions.
6. These Rules and Regulations are provided to the Customer on the Ricoh internet website (www.ricoh.pl) in a form which enables download, recording, and printing of these Rules and Regulations.

§ 2. Terms of issuing electronic invoices

1. An electronic invoice is issued and provided to the Customer by Ricoh in electronic form, in accordance with the Regulation.
2. An invoice is issued and provided in electronic form, pursuant to the Act (electronic invoice), and is equivalent to sending an invoice in paper form, and is considered as an accounting document.
3. The possibility to receive electronic invoices by the Customer is met:
 - a. when the Customer has access to the iDocs system,
 - b. when the Customer submits the „Statement on accepting invoices and dunning letters in electronic form” (the form is available on Ricoh’s Internet website)
 - c. when Customer provides the e-mail address referred to in point b. to which notifications on the issuing of electronic invoices in the iDocs system will be issued or sending invoices in PDF form.
4. The statement on accepting invoices and dunning letters in electronic form may be submitted in written form or in electronic form signed by a certified electronic signature verified by a qualified certification body.
5. Ricoh shall provide the Customer with detailed information on how to access the iDocs (server address, username and password). The Customer is obliged to effectively protect the data provided on the iDocs system, and not to disclose them to third parties.
6. The notification on issuing and attachment of electronic invoice or the invoice in PDF form is sent to the e-mail address provided by the Customer (server address, username and password). The access to issue the invoice for download shall occur in the iDocs system. The access to the electronic invoice is possible after logging on to the system with the use of the login previously received, referred to in section 5.
7. The delivery of the electronic invoice shall occur at the moment when the message containing the notification on issuing the electronic invoice, and the possibility for its downloading from the iDocs system or which contains the invoice in pdf format, was sent to the Customer onto his e-mail address referred to in section 3 point 5.
8. The Customers statement on the acceptance of invoices and dunning letters in electronic form does not deprive Ricoh of the right to issue, and send invoices, duplicates of invoices and corrective invoices in paper form in cases provided for by law.
9. Ricoh shall begin to issue electronic invoices not earlier than on the day following the receipt of the signed acceptance form and issues them not later than the date of receiving the declaration to withdraw the acceptance to receive invoices and dunning letters in electronic form.
10. In the event of the termination of a cooperation agreement, the Customer shall lose access to the iDocs system. In such case, if the Customer does not have to invoices printed out, the Customer is obliged to download all electronic invoices from the iDocs printing system for the purpose for their use for example in the event of tax inspection.

§ 3. Change of e-mail and resignation

1. The change of e-mail address to which the electronic invoice and the electronic dunning letter shall be sent in PDF format shall be conducted in written form by using of the contact form. „The change of the e-mail address to send the electronic invoice and the electronic dunning letter” provided on the Ricoh internet website.
2. In the event of not Informing Ricoh on the change of the e-mail address, the electronic invoice and the electronic dunning letter shall not be delivered effectively, upon sending by the Customer of the e-mail address.
3. The waiver from the possibility to issue, and receive electronic invoices and electronic dunning letters may be conducted in written form through using the form. „Declaration on withdrawing the acceptance of issuing invoices and dunning letters in electronic form” provided for on Ricoh’s internet website.
4. Reactivation of the possibility to receive the electronic invoices and electronic dunning letters, shall require the re-submission of a declaration referred to in §2 sec.3 pt. a of these Rules and Regulations.

§4. Final Provisions

1. Ricoh reserves the right to change these Rules and Regulations. All changes shall be published on the Ricoh internet website (www.ricoh.pl).
2. All personal data used in the process of handling electronic invoices are disclosed data for which Ricoh and the Customer are their controllers and are responsible for their security.
3. The customer and Ricoh undertake to fulfill obligation to provide information to their employees pursuant to article 13 and 14 GDPR when using an electronic invoice at Ricoh Polska. The parties added template of the obligation to provide information in these regulations/policy.
4. These Rules and Regulations along with any amendments shall be effective on the date of publishing on the Ricoh internet website.

Declaration on accepting invoices and dunning letters in electronic form

1. I hereby accept the issuing and sending (and through sharing) the VAT invoices and the dunning letters issued, sent by Ricoh Polska sp. z o.o. in electronic form, with all legal consequences of delivery.
2. Please send the VAT invoices and dunning letters or information on their issuing (and availability) by Ricoh Polska sp. z o.o. to the e-mail address provided below.

E-mail address for sending electronic invoices:.....

E-mail address for sending electronic dunning letters:.....

I hereby declare, that I have been acquainted with these **Rules and Regulations on using the electronic invoices at Ricoh Polska sp. z o.o.** and that I acknowledge them for the purpose of application.

Customer Identification data:

Name:
Address:
Tax Identification Number:
Date:

Company seal

Signature and seal of persons authorized to represent the Company

Additional information to the person responsible for accounting/payment:

Name and surname:

Stationary /Mobile telephone:.....

E-mail address: