



Supplier Contact Details & Invoicing Requirements

Invoice Submission Requirements

All invoices submitted to RHIM must clearly indicate the following information without which the invoice will be rejected:

- **RHIM Legal Entity name** - The legal name of the entity that is committed to pay for the respective goods /services (e.g., RHI MAGNESITA GmbH, RHI Refractories Site Services GmbH).
- **RHIM Purchase Order number** - PO numbers must follow the format used in the RHIM, such as: 45xxxxxxxx or 47xxxxxxxx or 48xxxxxxxx. Accurate PO numbers facilitate automated matching and faster processing.
- **RHIM contact name/requestor name** - This is the employee who requested the goods or services. This is also the point of contact for Finance with questions. This is critical for Non-PO invoices. This can be the first and last name of the contact and/or email address.
- **Complete vendor name, address** - As it appears on the check or electronic payment account.
- **Tax registration number** - Include relevant Tax ID if required by country regulations.
- **Invoice number** - Invoice numbers must be unique and not re-used. Re-used invoice numbers will result in a duplicate invoice number error and cause the invoice to be rejected.
- **Invoice date** - The invoice date must reflect the actual date of invoice creation. Future-dated invoices are not accepted.
- **Amount due** - Clearly state the total amount due. This should match the sum of all line items and applicable taxes.
- **Currency** - Specify the currency in which payment is requested. This helps avoid conversion errors and ensures compliance with international standards.
- **Description of goods and/or services** supplied - Detailed description of what was purchased. This information should match the PO Line-item details.
- **Tax amount** - Include the applicable tax amount and rate. This is necessary for compliance with VAT, Sales Tax, and other statutory requirements.
- **Payment information and bank account data** - Provide complete bank account details for payment, including account number, bank name, and routing information.
- **Payment terms and invoice due date** - information on when payment is due in agreement with the Purchase Order
- **Signature** - invoice needs to include manual or electronic signature if required by country regulations.

The below invoicing submission emails are not applicable for invoices submitted to Government Portal and invoices submitted through Ariba

- **Email ID Invoicing Submission:** Email ID where supplier invoices should be submitted; please do not submit statement of account, reminders and any other emails to this email ID
- **Email ID AP Help Desk:** Email ID where supplier invoices queries should be submitted – this email is to be used for sharing statement of account, payment reminders and invoice related queries (payment inquiry, payment discrepancies)

Email ID: Europe

Co Code	Company Name	Company registration number	Country	RHI Magnesita Grouping	Address - Business	Email ID - AP Help Desk	Email ID - Invoice Submission
0075	Lokalbahn Mixnitz-St. Erhard GmbH	FN 129255 g	Austria	Europe & CIS	Kranichberggasse 6, 1120, Vienna, Austria	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0192	Radex Vertriebsgesellschaft m.b.H.	FN 168288 h	Austria	Europe & CIS	Kranichberggasse 6, 1120, Vienna, Austria	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0280	Refractory Intellectual Property GmbH & Co KG	FN 219265 z	Austria	Europe & CIS	Wienerbergstrasse 11, 1100, Wien, Austria	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0180	RHI Magnesita GmbH	FN 442121 d	Austria	Europe & CIS	Kranichberggasse 6, 1120, Vienna, Austria	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0283	RHI Refractories Raw Material GmbH	FN 138973 y	Austria	Europe & CIS	Kranichberggasse 6, 1120, Vienna, Austria	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0284	Veitsch-Radex GmbH	FN 219532 t	Austria	Europe & CIS	Kranichberggasse 6, 1120, Vienna, Austria	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0001	Veitsch-Radex GmbH & Co OG	FN 221994 m	Austria	Europe & CIS	Kranichberggasse 6, 1120, Vienna, Austria	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0193	VEIT SCH-RADEX Vertriebsgesellschaft m.b.H.	FN 168287 g	Austria	Europe & CIS	Kranichberggasse 6, 1120, Vienna, Austria	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0416	RHI Magnesita N.V	FN524919s	Austria	Europe & CIS	Kranichberggasse 6 / 1120 Wien	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0535	LWB Refractories Holding France S.A.S.	481 120 665 R.C.S.	France	Europe & CIS	63 Rue du Petit Bruxelles 59300 Valenciennes, FR	Accounts_Payable_Europe@RHIMagnesita.com	Invoices_FR@rhimagnesita.com
0536	Magnesita Refractories S.C.S.	388 316 663 R.C.S.	France	Europe & CIS	63 Rue du Petit Bruxelles 59300 Valenciennes, FR (oficial) / BP 169 - CEDEX 59303 Valenciennes, FR 11 ROUTE D AVE SNES - BP 78 F-59440 Flaumont Waudrechies / BP 78 59362 Avesnes sur Helpe Cedex	Accounts_Payable_Europe@RHIMagnesita.com	Invoices_FR@rhimagnesita.com
0067	RHI Refractories France SA	542 066 808 R.C.S. Evry	France	Europe & CIS	63 Rue du Petit Bruxelles 59300 Valenciennes, FR	Accounts_Payable_Europe@RHIMagnesita.com	Invoices_FR@rhimagnesita.com
0393	RHI Italia S.R.L.	BS - 553972	Italy	Europe & CIS	Via Flero 46, 13° piano, Brescia, Lombardia, 25124, IT	Accounts_Payable_Europe@RHIMagnesita.com	Invoices_IT@rhimagnesita.com
0442	RHI Magnesita d.o.o.	3741451000	Slovenia	Europe & CIS	Poslovna Cona Risnik 40, Divača, 6215, Slovenia	Accounting_Slovenia@gbs.rhimagnesita.com	DIV_einvoice@rhimagnesita.com
0397	RHI Refractories España, S.L.	B-33002866	Spain	Europe & CIS	Calle Dinamarca 17, Polígono Industrial Espíritu Santo, 33010, Oviedo, Asturias, Spain	Accounts_Payable_Europe@RHIMagnesita.com	Invoices_ES@rhimagnesita.com

Email ID: Europe (contd.)

Co Code	Company Name	Company registration number	Country	RHI Magnesita Grouping	Address - Business	Email ID - AP Help Desk	Email ID - Invoice Submission
0177	RHI Refractories Ibérica, S.L.	B81569386	Spain	Europe & CIS	Calle Dinamarca 17, Polígono Industrial Espíritu Santo, 33010, Oviedo, Asturias, Spain	Accounts_Payable_Europe@RHIMagnesita.com	Invoices_ES@rhimagnesita.com
0162	RHI Magnesita Switzerland AG	CHE-106.922.306	Switzerland	Europe & CIS	Bösch 83a, 6331, Hünenberg, Kanton Zug, Switzerland	Accounting_Switzerland@rhimagnesita.com	interstop_invoice@rhimagnesita.com
0176	Bieneck Stiftung		Germany	Europe & CIS	Klingholzstraße 7 / 65189 Wiesbaden	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0528	Rearden G Holdings Eins GmbH	HRB 32005	Germany	Europe & CIS	Klingholzstraße 7 / 65189 Wiesbaden	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0100	RHI Magnesita Deutschland AG	HRB 2376	Germany	Europe & CIS	Klingholzstraße 7, 65189, Wiesbaden, Germany	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0249	RHI Magnesita Sales Germany GmbH	HRB 11602	Germany	Europe & CIS	Klingholzstraße 7, 65189, Wiesbaden, Germany	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
1157	RHI Refractories Site Services GmbH	HRB13080	Germany	Europe & CIS	Klingholzstraße 7, 65189, Wiesbaden, Germany	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0003	RHI Urmitz AG & Co. KG	HRA13145	Germany	Europe & CIS	Rheinau 38, 56218, Mühlheim-Kärlich, Germany	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0410	Dutch Brasil Holding B.V.	9172816	Netherlands	Europe & CIS	Hofplein 19, 3e verdieping, 3032AC, Rotterdam, Netherlands	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0236	Dutch MAS B.V.	9104294	Netherlands	Europe & CIS	Hofplein 19, 3e verdieping, 3032AC, Rotterdam, Netherlands	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0366	Dutch US Holding B.V.	9163901	Netherlands	Europe & CIS	Hofplein 19, 3e verdieping, 3032AC, Rotterdam, Netherlands	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0500	RHI Magnesita N.V.	68991665	Netherlands	Europe & CIS	Kranichberggasse 6, 1120, Vienna, Austria	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0409	RHI Magnesita Trading B.V.	71377050	Netherlands	Europe & CIS	Hofplein 19.3032 AC Rotterdam.The Netherlands	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0062	VRD Americas B.V.	9053796	Netherlands	Europe & CIS	Hofplein 19, 3e verdieping, 3032AC, Rotterdam, Netherlands	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE
0247	RHI Finance AS	542066808 R.C.S Evry	Netherlands	Europe & CIS	Stradvenjen 203-DK 2900 Hellerup	Accounts_Payable_Europe@RHIMagnesita.com	RHI_MAGNESITADE@IRONMOUNTAIN.DE

Email ID: Middle East, Türkiye & Africa

Co Code	Company Name	Company registration number	Country	Address - Business	AP help Desk Email ID	Invoice Submission Email Id
0550	Magnesita Refractories Middle East Free Zone Establishment	179790	United Arab Emirates	Office No. FZJOA1321, Jebel Ali, Dubai, United Arab Emirates	Accounts_Payable_Europe@RHIMagnesita.com	Invoices_AE@rhimagnesita.com
0201	RHI Refractories Africa (PTY) Ltd.	1997/015191/07	South Africa	Fountain Grove Office Park, Oxford Suites Ground Floor Block 2, 5 Second Road Hyde Park, Gauteng, 2196, South Africa	Accounting_SouthAfrica@rhimagnesita.com	Accounting_SouthAfrica@rhimagnesita.com

Email ID: North America

Co Code	Company Name	Company registration number	Address - Business	AP help Desk Email ID	Invoice Submission Email Id
AR02	Refractarios Argentinos S.A.I.C.M.	585 File 30 Book 61, Volume A	Street Bouchard, 680, piso 12, Buenos Aires, C1106ABJ, AR	Argentina_Invoices@RHIMagnesita.com	Argentina_Invoices@RHIMagnesita.com
0151	RHI Canada Inc.	907584-4	490 Elgin Street, Unit 1, Brantford ON N3S 7P8, Canada	YOR_AccountsPayable@rhimagnesita.com	Tangro.0151@RHIMagnesita.com
CO02	Refractarios Magnesita Colombia S/A.	43982	DG 59 11 A 94 LT CBRR Gustavo Jimenez, Sogamoso, Colombia	Colombia_Proveedores@RHIMagnesita.com	Colombia_Proveedores@RHIMagnesita.com
PE02	Refractarios Magnesita del Perú S.A.C.	11029243	Pj. Prolongación Quito no 2352, Jesus Maria, Lima, 15072, PE	Peru_Proveedores@RHIMagnesita.com	Peru_Proveedores@RHIMagnesita.com
0520	Magnesita Refractories Company	23-0380777	425 South Salem Church Road, York, PA, 17408, US	YOR_AccountsPayable@rhimagnesita.com	Tangro.0520@RHIMagnesita.com
0380	RHI US Ltd.	27-2881995	425 S. Salem Church Road, York 17408, United States	YOR_AccountsPayable@rhimagnesita.com	Tangro.0380@RHIMagnesita.com

Email ID: India

Co Code	Company Name	Company registration number	Country	Address - Business	AP help Desk Email ID	Invoice Submission Email Id
0390	RHI Magnesita India Limited	L28113MH2010PLC312871	India	19th & 20th Floor, DLF Square, M Block, Phase-II, Jacaranda Marg, DLF City, Sector 25, Gurugram, Haryana, 122002, India	-	invoices_IN@rhimagnesita.com
0435	RHI MAGNESITA INDIA REFRACTORIES LIMITED	U26100TN2018PLC125133	India	Dalmiapuram, Lalgudi District Tiruchirapalli Chennai, Tamil Nadu, 621651, India	-	invoices_IN@rhimagnesita.com
0436	RHI Magnesita Seven Refractories Limited	U74999DL2016PLC309327	India	Plot No 8 and 13, Phase III, Lamtara Industrial area, Katni, Madhya Pradesh, 483501, India	-	invoices_IN@rhimagnesita.com

Email ID: LATAM

Co Code	Company Name	Company registration number	Country	RHI Magnesita Grouping	Address - Business	AP help Desk Email ID	Invoice Submission Email Id
0512	Refractarios Argentinos S.A, Industrial Comercial Y Minera (I.C.M.)	585 File 30 Book 61, Volume A	Argentina	Latin America	street Bouchard, 680, piso 12, Buenos Aires, C1106ABJ, AR	Argentina_Invoices@RHIMagnesita.com	Argentina_Invoices@RHIMagnesita.com
0503	Magnesita Mineração S.A.	29300034045	Brazil	Latin America	Vila de Catiboaba s/n, Zona Rural, Brumado, State of Bahia, 46100-000, BR	Accounts_Payable_Brazil@rhimagnesita.com	nfs@rhimagnesita.com (Services Invoices - without Standard XML)
0501	Magnesita Refratários S.A.	313000026485	Brazil	Latin America	Praça Louis Ensck, nº 240, Cidade Industrial, Contagem - Minas Gerais, CEP, 32210-050, Brazil	Accounts_Payable_Brazil@rhimagnesita.com	nfs@rhimagnesita.com (Services Invoices - without Standard XML)
0377	RHI Refratários Brasil Ltda.	32.190041574-66	Brazil	Latin America	Praça Louis Ensck, no 240, Parte, Bairro Cidade Industrial, Contagem, Minas Gerais, 32.210-050, BR	Accounts_Payable_Brazil@rhimagnesita.com	nfs@rhimagnesita.com (Services Invoices - without Standard XML)
0292	RHI Chile S.A.	11919	Chile	Latin America	Avda. Presidente Eduardo Frei Montalva # 3076, Renca, Santiago, Metropolitana, 7464516, CL	Chile_Proveedores@RHIMagnesita.com	Chile_Proveedores@RHIMagnesita.com
0516	Refractarios Magnesita Colombia S.A.S.	43982	Colombia	Latin America	DG 59 11 A 94 LT C BRR Gustavo Jimenez, Sogamoso, Colombia	Colombia_Proveedores@RHIMagnesita.com	Colombia_Proveedores@RHIMagnesita.com
0320	Producción RHI México, S. de R.L. de C.V.	Folio Mercantil electr 16715*2	Mexico	Latin America	Bldv. Miguel Ramos Arizpe 126 Sur, Ramos Arizpe, Coahuila, 25900, Mexico	AccountsPayable_Mexico@RHIMagnesita.com	Tangro_0320@RHImagnesita.com
0318	RHI-REFMEX, S.A. de C.V.	RHI-990106-R79	Mexico	Latin America	Bldv. Miguel Ramos Arizpe 126 Sur, Ramos Arizpe, Coahuila, 25900, Mexico	AccountsPayable_Mexico@RHIMagnesita.com	Tangro_0318@RHImagnesita.com
0515	Refractarios Magnesita Perú S.A.C.	11029243	Peru	Latin America	Pj. Prolongación Quito no 2352, Jesus Maria, Lima, 15072, PE	Peru_Proveedores@RHIMagnesita.com	Peru_Proveedores@RHIMagnesita.com

Email ID: China & East Asia

Co Code	Company Name	Company registration number	Country	Address - Business	AP help Desk Email ID	Invoice Submission Email Id
0547	Magnesita Resource (Anhui) Company Ltd.	913417007627714774	China	Qingxi Avenue No.98, Economic & Technical Development Zone, Chizhou City, Anhui Province, 247100, China	-	GSS-elInvoice-PTP-China@rhimagnesita.com
0415	RHI Magnesita (China) Co., Ltd.	91310000MA1FL7P136	China	Room 2205-2211, No. 222 Huaihaizhong Road, Huangpu District, Shanghai, China	-	GSS-elInvoice-PTP-China@rhimagnesita.com
0422	RHI Magnesita (Chongqing) Refractory Materials Co., Ltd.	91500110MAAC2N5B13	China	No. 9, Longquan Road, Pingshan Industrial Park, Wansheng Economic Development Zone, Chongqing, 400804, China	-	GSS-elInvoice-PTP-China@rhimagnesita.com
0288	RHI Refractories (Dalian) Co., Ltd.	91210213747879236A	China	No 61 Tie Shan Zhong Road, Economic & Technical Development , Dalian, Liaoning, 116600, China	-	GSS-elInvoice-PTP-China@rhimagnesita.com
0183	RHI Refractories Liaoning Co., Ltd.	91210800604112257A	China	Economic & Technical Development Zone, Shenjingzi Bayuquan, Yingkou, Liaoning, 115007, CN	-	GSS-elInvoice-PTP-China@rhimagnesita.com
0297	RHI Trading (Dalian) Co., Ltd	91210213717865538N	China	RM 2207-2211 Lipo Plaza, No. 222 Huaihai (Middle) RD, Shanghai, Shanghai, 200021, China	-	GSS-elInvoice-PTP-China@rhimagnesita.com
0299	Liaoning RHI Jinding Magnesia Co., Ltd	91210800794800252L	China	Shengshui Village, Nanlou, Economic & Technical Development Zone, Yingkou, Liaoning, 115103, CN	Judy.Zhang@RHIMagnesita.com	-
0546	Magnesita Refractories (Dalian) Co., Ltd.	91210213764417957H	China	No. 1, Wanli Xi Street, Dalian Development Area, Dalian, Liaoning, 116600, China	Judy.Zhang@RHIMagnesita.com	-
0396	RHI Refractories Asia Pacific Pte. Ltd	198804120M	Singapore	163 Tras Street, #05-03, Lian Huat Building, 079024, Singapore	-	Tangro@RHIMagnesita.com
0414	RHI MAGNESITA VIETNAM COMPANY LIMITED	0316122124	Vietnam	Floor 5, No. 56 Thu Khoa Huan Street, Ben Thanh Ward, District 1, Ho Chi Minh City, Vietnam	-	Tangro@RHIMagnesita.com (Foreign Currency Invoices)