

CONTACT DETAILS

Contact persons for the various departments within the porta group of companies

Management

Abt. 69

Name, First name: _____
Phone number: _____
Mobil number: _____
E-Mail: _____

Secretariat

Abt. 67

Name, First name: _____
Phone number: _____
Mobil number: _____
E-Mail: _____

Sales management

Abt. 10

Name, First name: _____
Phone number: _____
Mobil number: _____
E-Mail: _____

Internal sales service

Abt. 40

Name, First name: _____
Phone number: _____
Mobil number: _____
E-Mail: _____

- Email for system-generated messages (**Orders**)

TG0103-0
TG0103-5

- Email for system-generated messages (**Order confirmation**)

TG0108-0
TG0113-0

- Email for system-generated messages (**Cancellations**)

TG0142-0
TG0169-0

Complaint handling/customer service

Abt. 50-1

Name, First name: _____
Phone number: _____
Mobil number: _____
E-Mail: _____

- Email for system-generated messages (**Complaints/Returns**)

TG0103-1

(If necessary, contact customer service for escalation cases)

Abt. 50-2

Name, First name: _____
Phone number: _____
Mobil number: _____
E-Mail: _____

Logistics

Abt. 30

Name, First name: _____
Phone number: _____
Mobil number: _____
E-Mail: _____

- Email for system-generated messages (**Delivery reminder**)

TG0115-0
TG0120-0

Accounting

Abt. 20

Name, First name: _____
Phone number: _____
Mobil number: _____
E-Mail: _____

- Email for system-generated messages (**supplier obligations**)

DI212-01
TG0205-0

- E-Mail for payment notifications

- Email for reporting shortages

Media / Image data

Abt. 009

Name, First name: _____
Phone number: _____
Mobil number: _____
E-Mail: _____

Other contacts (please specify)

Name, First name: _____
Phone number: _____
Mobil number: _____
E-Mail: _____
