

E-Invoicing => Your electronic invoicing by e-mail to AMPRION

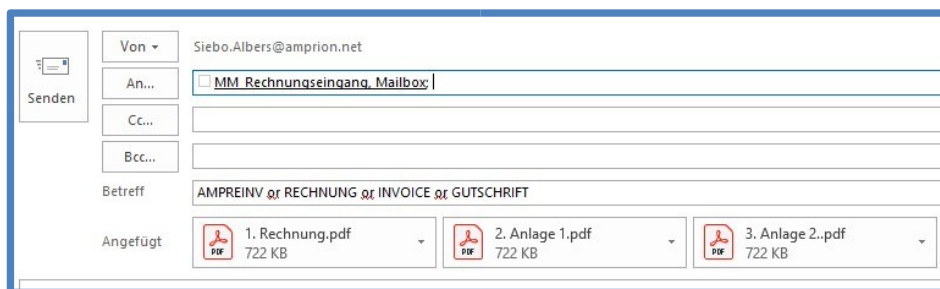
In the course of introducing a new invoice processing software at Amprion GmbH, it is now possible for you to send your [invoices with order reference](#) by [e-mail](#) to Amprion GmbH.

The e-mail address for [invoices with order reference](#) is mm.rechnungseingang@amprion.net and is used exclusively for the receipt of invoices. Other messages will not reach us there.

Please note the following points:

1. Please send only [one invoice](#) per [e-mail \(maximum size 15 MB\)](#).
2. The order of the e-mail attachments to the invoice is important:
 - First the invoice as [PDF file](#) then any attachments to the invoice although as [PDF file](#).
3. In the subject line one of the following terms must be used: [AMPREINV](#) or [RECHNUNG](#) or [INVOICE](#) or [GUTSCHRIFT](#).
4. Please do not incorporate any text into the e-mail, as it will not be read.

Example how the e-mail should be prepared:



The screenshot shows an email composition interface. The 'Von' field is filled with 'Siebo.Albers@amprion.net'. The 'An...' field contains 'MM Rechnungseingang, Mailbox'. The 'Betreff' field contains 'AMPREINV or RECHNUNG or INVOICE or GUTSCHRIFT'. The 'Angefügt' section shows three PDF attachments: '1. Rechnung.pdf' (722 KB), '2. Anlage 1.pdf' (722 KB), and '3. Anlage 2..pdf' (722 KB). A 'Senden' button is visible on the left side of the form.

Note: If you do not follow one of the above mentioned points, the system will send you an e-mail once and [only the first time](#) with the rejection of the invoice.

If you don't like to make use of the e-invoicing you could send your invoices still on the ordinary way by post to:

Amprion GmbH
Buchhaltung Abt. F-RF
Robert-Schuman-Straße 7
44263 Dortmund

If you have any questions, please do not hesitate to contact us by e-mail kreditorenrechnung@amprion.net.

Best regards

Amprion GmbH