

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

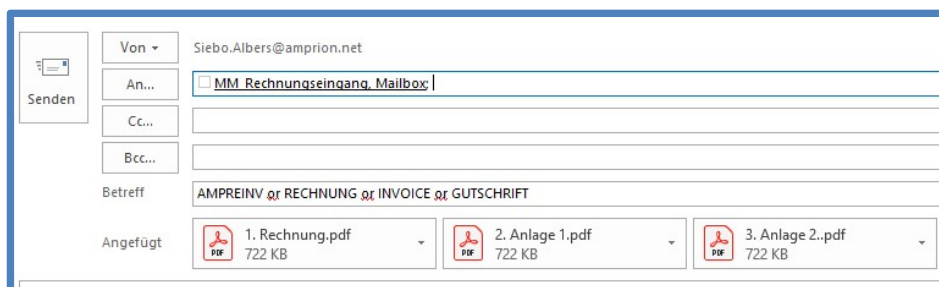
In the course of introducing a new invoice processing software at Amprion GmbH, it is now possible for you to send your invoices with order reference by e-mail to Amprion GmbH.

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 window with the following details:

- Von:** Siebo.Albers@amprion.net
- An...:** MM.Rechnungseingang.Mailbox
- Betreff:** AMPREINV or RECHNUNG or INVOICE or GUTSCHRIFT
- Angefügt:** Three PDF attachments: 1. Rechnung.pdf (722 KB), 2. Anlage 1.pdf (722 KB), and 3. Anlage 2..pdf (722 KB).

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