



Information about electronic processing of incoming invoices

In order to ensure a prompt processing of your invoices, we kindly ask you to read the following:

- ⇒ The following e-mail address has to be used for sending the electronic invoices:
Rechnungseingang@k-plus-s.com
- ⇒ Only one invoice can be sent per e-mail.
- ⇒ The subject of the e-mail **must** contain the word “Rechnung“, “Invoice“, “Gutschrift“ or “Credit Note“.
- ⇒ The invoice **has to be** a .pdf file attached to the e-mail. The attachment **has to be** titled with “Invoice” or “Rechnung”. If it is a credit note, it has to be titled “Credit Note” or “Gutschrift”.
- ⇒ Documents which belong to the invoice (time sheets, measurements, etc.) have to be added as separate attachments and **should not** contain the terms “Invoice”, “Rechnung”, “Credit Note” or “Gutschrift”.
- ⇒ It is necessary to add our purchase order number (PO) on the invoice if there is one available.
- ⇒ If there is no PO number available, you **have to** add the first and last name of your contact person at K+S. If there is no PO and no contact name on the invoice, it will be sent back to you because we cannot allocate the invoice internally.
- ⇒ Please note that only invoices or credit notes can be processed with the e-mail address above. Other documents, like reminders, are not able to be forwarded by this e-mail address.

If you have any questions regarding the electronic processing of incoming invoices please do not hesitate to ask your contact person.