

## E-Invoicing => Your electronic invoice dispatch by e-mail to AMPRION

Dear business partner,

please send your [invoices with reference](#) to an order to Amprion GmbH and Amprion Offshore GmbH [exclusively in digital form](#) by e-mail to the e-mail inbox provided for this purpose.

### The e-mail inbox serves:

- both companies
- processes [electronic invoices](#) (xinvoices in XML format)
- processes [other invoices](#) (invoices in PDF format)

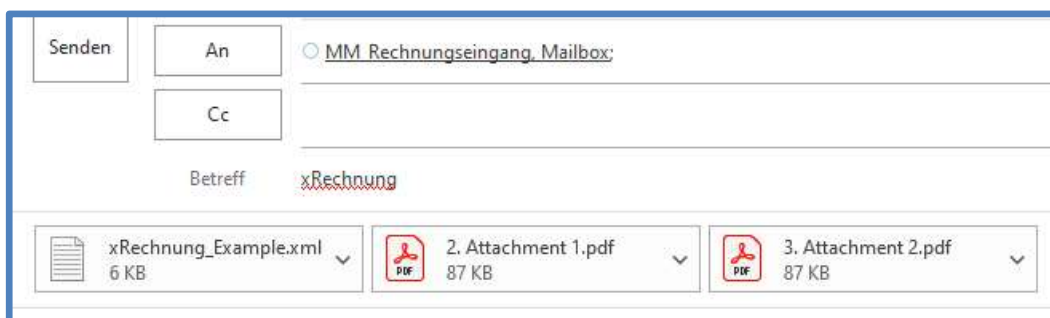
### The e-mail inbox has the following address:

- [mm.rechnungseingang@amprion.net](mailto:mm.rechnungseingang@amprion.net)

### Please note the following points:

- Please send [only one invoice per e-mail](#) (maximum size 25 MB)
- The subject line must contain one of the following terms:
  - ⇒ for XML-invoices: [xRechnung](#)
  - ⇒ for PDF-invoices: [AMPREINV](#) or [RECHNUNG](#) or [INVOICE](#) or [GUTSCHRIFT](#)
- Please [do not create an e-mail-contents](#), as the e-mail will not be read.
- The [order of the e-mail attachment is important](#):
  - ⇒ [first](#) the invoice, [then](#) any attachments to the invoice as a PDF file.
- The transmitted file [must not be password-protected](#)

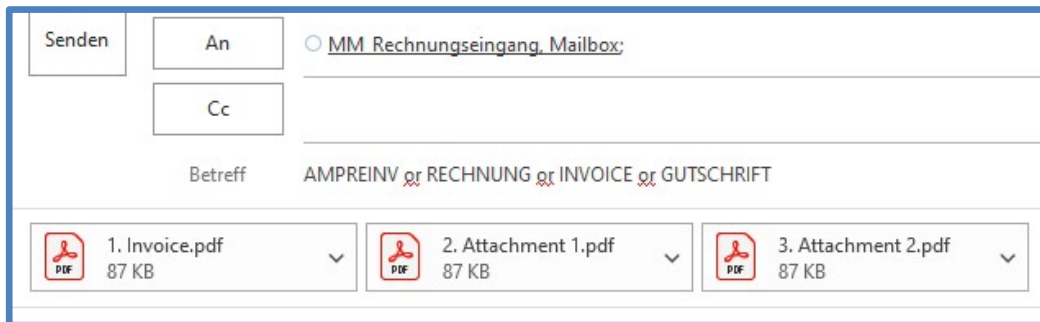
### Example of a correctly prepared e-mail with an electronic invoice (XML):



The screenshot shows an email composition interface with the following details:

- Senden** button
- An** field: MM Rechnungseingang, Mailbox
- Cc** field: (empty)
- Betreff** field: xRechnung
- Attachments:**
  - xRechnung\_Example.xml (6 KB)
  - 2. Attachment 1.pdf (87 KB)
  - 3. Attachment 2.pdf (87 KB)

**Example of a correctly prepared e-mail with another invoice (PDF):**



The screenshot shows an email composition interface with the following fields:

- Senden** (Send)
- An** (To): MM Rechnungseingang, Mailbox;
- Cc** (Cc):
- Betreff** (Subject): AMPREINV ~~or~~ RECHNUNG ~~or~~ INVOICE ~~or~~ GUTSCHRIFT
- Attachments:**
  - 1. Invoice.pdf (87 KB)
  - 2. Attachment 1.pdf (87 KB)
  - 3. Attachment 2.pdf (87 KB)

**Note:**

If you do not observe one of the above points, you will receive a one-off notification from the system that the invoice has been rejected.

Please always ensure that your invoices show the correct invoice recipient.

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Robert-Schuman-Straße 7  
44263 Dortmund

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44263 Dortmund

If you have any questions, please do not hesitate to contact us by e-mail:

- [kreditorenrechnung@amprion.net](mailto:kreditorenrechnung@amprion.net)

Yours sincerely

Amprion GmbH