

Specifications for sending order confirmations and invoices by e-mail

Order confirmations and invoices are sent by the supplier as an attachment to an e-mail to a defined e-mail address. The attached file is automatically checked and transferred to the downstream processes (archiving, checking, etc.).

Only order confirmations and invoices may be sent to the defined e-mail addresses.

All other documents (offers, reminders, delivery notes, etc.) must be delivered as before.

To ensure error-free processing of order confirmations and invoices, it is imperative to comply with the specifications described below. In the event of discrepancies, the documents cannot be processed.

- **Allowed formats of file attachments:** .PDF, .TIF, .XML (no encrypted files, no ZIP files)
- **Only one order confirmation or invoice** may be attached to the file per e-mail. **Text contents of the e-mail** are not processed.
- Invoices and order confirmations **may only refer to one order.**
- **Electronic signatures should not be in the file attachment.** Signature logs in pdf or tif format led to incorrect processing.
- **Copies of the order confirmations or invoices may not be sent in addition to the original documents.**
- Order confirmations and invoices sent by e-mail may **not be re-delivered in paper form by post.**
- Order confirmations and invoices must contain at least the following information:
 - Order number
 - Article number of Krämer + Grebe
 - Pieces
 - Price
 - Delivery date (for invoices, the delivery date is omitted)
 - Terms of payment and delivery (in the case of invoices, the terms of delivery are omitted)

Example:	<p>Invoice</p> <p>Dear Sir or Madam,</p> <p>we take the liberty of invoicing you as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Quantity</th> <th>Unit</th> <th>Article no.</th> <th>Designation</th> <th>Unit price</th> <th>Total price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>Stk.</td> <td>00072438</td> <td>KG00418_008_Groesse5_</td> <td>1,00 €</td> <td>2,00 €</td> </tr> <tr> <td>2</td> <td>2</td> <td>Stk.</td> <td>00072381</td> <td>KG00418_066_Groesse12_</td> <td>1,00 €</td> <td>2,00 €</td> </tr> <tr> <td>3</td> <td>3</td> <td>Stk.</td> <td>00072380</td> <td>KG00418_059_Groesse12_</td> <td>1,00 €</td> <td>3,00 €</td> </tr> </tbody> </table>	Item	Quantity	Unit	Article no.	Designation	Unit price	Total price	1	2	Stk.	00072438	KG00418_008_Groesse5_	1,00 €	2,00 €	2	2	Stk.	00072381	KG00418_066_Groesse12_	1,00 €	2,00 €	3	3	Stk.	00072380	KG00418_059_Groesse12_	1,00 €	3,00 €	<p>Date: 01.10.2022</p> <p>Invoice no.: 100-0000-00</p> <p>Customer no.: 10000</p> <p>Person in charge: Max Mustermann</p> <p>Purchase order: 2022-40000</p>
Item	Quantity	Unit	Article no.	Designation	Unit price	Total price																								
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3	3	Stk.	00072380	KG00418_059_Groesse12_	1,00 €	3,00 €																								

Contact person for further questions:
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