

Klein Umformtechnik GmbH, Waldstr. 65, D-57250 Netphen-Deuz

Valued partner of
KLEiN Umformtechnik GmbH
and
KLEiN GmbH & Co. KG
Umformtechnik Sachsen
and
esbKLEIN Umformtechnik
GmbH & Co. KG

Dokument-Management (DMS)

Date

12.06.2025

KLEiN Form

F-EK-017

KLEiN Contact Person

Mr. J. Born (born@klein-ut.de)

Electronic Dokument-Management within KLEiN

Dear Sir or Madam,

To ensure the efficient handling of business processes in line with the latest technological standards and to comply with legal and regulatory requirements, we are continuously developing the correspondence of electronic documents.

This also includes the requirements for sending XRechnungen (EN 16931), which have been in effect since 01.01.2025.

Please send the following types of documents to the respective email addresses listed below:

	Dokument Type	Email-Address	File-Format
i)	Your Order Confirmation to KLEiN	AB-MM@klein-ut.de	pdf
ii)	Your Invoice / Credit Note to KLEiN	RG-MM@klein-ut.de	XRechnung+pdf
iii)	Your Certificate to KLEiN	WZ-MM@klein-ut.de	pdf

Please observe the following requirements for the transmission of electronic documents:

a) The above-mentioned document types must include the KLEiN order number (or delivery schedule number, quantity contract number if no order number is available).
Only one order number reference is permitted per document type.
Collective invoices are not allowed.

b) The above-mentioned document types must be sent exclusively as email attachments.
Only one attachment per email and one document per attachment is allowed.
No relevant information may be included in the email subject or body—only in the attached file.

c) The above-mentioned email addresses may only be used for the specified document types.

d) For all other correspondence, please contact your respective representative personally or via their individual email address.

e) Each PDF invoice must contain all invoice-relevant information required under § 14 para. 4 and § 14a para. 5 of the German VAT Act (UStG) in a generally readable format.

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f) Do not reply to the email address postausgang@klein-ut.de. Please respond as described above.

If you have any questions, please contact your responsible representative.

We thank you in advance for your support.

Kind regards

KLEiN Umformtechnik GmbH

KLEiN GmbH & Co. KG Umformtechnik Sachsen

Signed: ppa. Born – Materials Management & Lean Management