

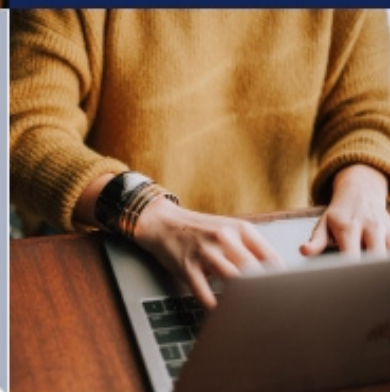
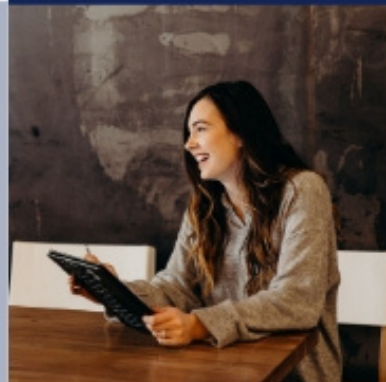
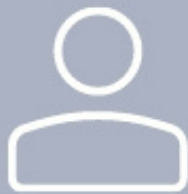


Klöckner Pentaplast

Suppliers' Guide

INVOICES

Policies & Procedures





Dear supplier of kp,

We are **pleased to have you as a vendor for Klöckner Pentaplast**. This letter is intended to assist you in understanding our policies and procedures for ensuring timely payment for your invoices.

Mandatory information on your invoice

1

Use **kp's legal address**

This is the **entity legal address** and not the address you should send the invoices to.
You may find the correct legal address in the table below

2

Use **kp's VAT ID /TAX ID**

Select **VAT/ TAX registration number** for the **entity you delivered your goods or services to**.
You may find the correct VAT/TAX number in the table below

3

Include **kp's valid purchase reference**

Purchase Order Number or **kp's requestor email address** according to **kp's policies** in regards of spend type

4

US & Canada - for invoice sending

Please select the correct Email address for the country where you delivered your services

Please make sure:

- Only PDF (A4 format);
- One E-mail only with invoices for one legal entity;
- If the mandatory information is not on the invoice, it will be rejected;
- Invoices incl attachments must be scanned or sent as PDF file: one invoice=one PDF file;
- Only attached PDF's are considered not Email content/information.

We appreciate your understanding that we need your assistance and cooperation in this regard. However, we would also ask for your understanding that we will reject any claims due to default interest or reminder fees as a result of your non-compliance with the requirements of our Supplier Guide.

Your Benefits



Clear guideline and single point contact support



Quick/accelerated payment of invoices

If you have any questions, please don't hesitate to contact us.



Use the general inquires email for the related kp entity **listed below**.



Entity Name	Entity Legal address	VAT ID	Submit PDF documents	General inquiries
Klöckner Pentaplast Europe GmbH & Co.KG (Australian Branch)	202-35 Whitehorse Rd. PO box 429 Balwyn, VIC 3103	-	Supplier.Request.kp.DE @kpfilms.com	Supplier.Request.kp.DE @kpfilms.com
Klöckner Pentaplast of Canada, Inc.	12420 Metropolitain Est H1B 0B6 Montreal Canada	-	KPQ-inv @kpfilms.com	Supplier.Request.CA @kpfilms.com
Klöckner Pentaplast Europe GmbH & Co.KG (French Branch)	24-26 Rue de la Pépinière 75008 - Paris France	FR88805379450	Supplier.Request.kp.DE @kpfilms.com	Supplier.Request.kp.DE @kpfilms.com
Klöckner Pentaplast GmbH	Industriestrasse 3-5 56412 Heiligenroth Germany	DE253465851	Invoices.KP.DE @kpfilms.com	Supplier.Request.kp.DE @kpfilms.com
Klöckner Pentaplast Europe GmbH & Co KG	Industriestrasse 3-5 56412 Heiligenroth Germany	DE292996763 GB212962421 ES-W0049937F PT980506670	Invoices.KP.DE.Europe @kpfilms.com	Supplier.Request.kp.DE @kpfilms.com
Linpac Packaging GmbH	Deltastrasse 1D-27721 Ritterhude Germany	DE811930954	Invoices.LP.DE.Packaging @kpfilms.com	Supplier.Request.LP.DE @kpfilms.com
Linpac Packaging Rigid GmbH	Am Bahnhof Oegeln 3D-15848 Beeskow Germany	DE811269436	Invoices.LP.DE.Packaging.Rigid id@kpfilms.com	Supplier.Request.LP.DE @kpfilms.com
Linpac Holdings (Northern Europe) GmbH	Eduard-Schopf-Allee 1 28217 Bremen Germany	DE237025516	Invoices.LP.DE.Holding. Europe@kpfilms.com	Supplier.Request.LP.DE @kpfilms.com
Linpac Holding Deutschland GmbH	Eduard-Schopf-Allee 1 28217 Bremen Germany	-	Invoices.LP.DE.Holding @kpfilms.com	Supplier.Request.LP.DE @kpfilms.com
Linpac Mouldings GmbH	Eduard-Schopf-Allee 1 28217 Bremen Germany	-	Invoices.LP.DE.Moulding @kpfilms.com	Supplier.Request.LP.DE @kpfilms.com
kp KG Permanent Establ.NL	Industriestrasse 3-5 56412 Heiligenroth Germany	-	Supplier.Request.kp.DE @kpfilms.com	Supplier.Request.kp.DE @kpfilms.com
kp KG Permanent Establ.AU	Industriestrasse 3-5 56412 Heiligenroth Germany	-	Supplier.Request.kp.DE @kpfilms.com	Supplier.Request.kp.DE @kpfilms.com

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Entity Name	Entity Legal address	VAT ID	Submit PDF documents	General inquiries
Linpac Packaging Verona S.r.l.	Via Monte Pastello 40 37057 San Giovanni Lupatoto - Verona Italy	IT02293220238	Invoices.LP.IT @kpfilms.com	Supplier.Request.LP.IT @kpfilms.com
Klöckner Pentaplast Europe GmbH & Co.KG Italia	Via Ferrari, 21 21047 Saronno VA Italy	-	Supplier.Request.kp.DE @kpfilms.com	Supplier.Request.kp.DE @kpfilms.com
Linpac Packaging B.V.	Saturnus 4-11 8448 CC Heerenveen Netherlands	NL006720560B01	Invoices.LP.NL.Packaging @kpfilms.com	Supplier.Request.LP.NL @kpfilms.com
Klöckner Pentaplast Europe GmbH & Co.KG (Dutch Branch)	Boven De Wolfskuil 3C9 6049 LX Roermond Netherlands	-	Supplier.Request.kp.DE @kpfilms.com	Supplier.Request.kp.DE @kpfilms.com
Linpac Packaging Production Sp. Z o.o.	Bukowice 39 56-120 Brzeg Dolny Poland	PL5961065397	Invoices.PL @kpfilms.com	Supplier.Request.PL @kpfilms.com
Pentaplast, Unipessoal, Lda	Rua de S.Roque, 70 Água Longa 4825-116 Santo Tirso Portugal	PT506357210	Invoices.KP.PT @kpfilms.com	Supplier.Request.KP.PT @kpfilms.com
kp Business Services Lda	Rua da Lionesa, n.º 446 Espaço D5 4465 - 671 Leça do Balio Portugal	PT514760427	Invoices.KP.Business @kpfilms.com	Supplier.Request.KP. Business@kpfilms.com
Ovarpack Embalagens, SA	Zona Industrial de Ovar, Ap. 147 3881-902 Ovar Portugal	PT502713038	Invoices.ovarpack @kpfilms.com	Supplier.Request.Ova @kpfilms.com
Linpac Packaging Holding SL	Vegafriosa - La Calzada 33128 Pravia-Asturias Spain	ESB61164455	Invoices.LP.ES.Packaging @kpfilms.com	Supplier.Request.LP.ES @kpfilms.com
Linpac Packaging Pravia S.A.U.	Vegafriosa - La Calzada 33128 Pravia-Asturias Spain	ESA33127945	Invoices.LP.ES.Packaging @kpfilms.com	Supplier.Request.LP.ES @kpfilms.com
Klöckner Pentaplast España, S.A.U.	Pol.Ind.Skol. Ctra. C-35 P.K.65 17451 -Sant Feliu de Buixalleu (Girona) Spain	ESA36155430	Invoices.KP.ES @kpfilms.com	Supplier.Request.KP.ES @kpfilms.com
Klöckner Pentaplast Schweiz AG	Sportweg 38 3097 Liebefeld Switzerland	CHE-105.830.713	Invoices.kp.CH @kpfilms.com	Supplier.request.kp.ch @kpfilms.com

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Entity Name	Entity Legal address	VAT ID	Submit PDF documents	General inquires
Linpac Packaging Ltd Head Office	Wakefield Road Featherstone – Pontefract West Yorkshire, WF7 5DE United Kingdom	GB482096432	Invoices.UK.LP @kpfilms.com	Supplier.Request.UK @kpfilms.com
Linpac Group Holdings Ltd	Wakefield Road Featherstone -Pontefract West Yorkshire, WF7 5DE United Kingdom	GB482096432	Invoices.UK.Holding @kpfilms.com	Supplier.Request.UK @kpfilms.com
Linpac Packaging Ltd	Wakefield Road Featherstone -Pontefract West Yorkshire, WF7 5DE United Kingdom	GB482096432	Invoices.UK.Packaging @kpfilms.com	Supplier.Request.UK @kpfilms.com
Linpac Packaging Ltd	Bindley Rd Reginad Rd Ind. Estate St. Helens, Merseyside WA9 4HY United Kingdom	GB482096432	Invoices.UK.Packaging @kpfilms.com	Supplier.Request.UK @kpfilms.com
Klöckner Pentaplast Ltd.	33-34 Fern Close, Pen-y-Fan Industrial Estate Crumlin, Newport, NP11 3EH United Kingdom	GB918473891	Invoices.KP.UK @kpfilms.com	Supplier.Request.KP.UK @kpfilms.com
Klöckner Pentaplast of America, Inc.	3585 Kloeckner Road 22942 Gordonsville United States	-	APInvoices @kpfilms.com	Supplier.Request.US @kpfilms.com

Thank You