



Klöckner Pentaplast

Suppliers Guide – Invoices Policies & Procedures

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Supplier Master Data



To set up your account, please make sure to send the following information:

- ✓ KP supplier form filled and sent back in pdf format ([Supplier Information \(kpfilms.com\)](https://www.kpfilms.com/supplier-information))
- ✓ Document from your bank mentioning your account and the account owner in pdf format OR second signature in the supplier form. This information also needs to be shared when the bank details change

Note: KP will not be liable for late payment fees if the mandatory requirements are not met

Preparing Invoices



Mandatory Information:

- ✓ KP's Legal name, Legal address, VAT ID – you may find the correct information per company in the document
- ✓ Valid purchase reference – Purchase order number or KP's requestor email address. Invoices without this information will be automatically returned

Note: KP will not be liable for late payment fees if the mandatory requirements are not met

Submitting Invoices



Mandatory requirements:

- ✓ Invoices must be sent by email
- ✓ One invoice per purchase order
- ✓ Only submit invoices in PDF (A4 format)
- ✓ Only one email with invoices for each legal entity.
- ✓ Invoices including attachments must be scanned together and sent as PDF file
one (1) invoice = one (1) PDF file
- ✓ Only attached invoices in PDF's are considered. Email content or other information will not be considered
- ✓ Invoices need to be sent on a timely basis. We kindly ask that all invoices are sent within 2 working days from the invoice date

Note: KP will not be liable for late payment fees if the mandatory requirements are not met

Please send invoices directly to the following email address by entity:

Contact information



Country	Entity Legal name	VAT ID	Legal Address	To send Invoices	For other General Queries (e.g. statements; request information)
CA	Klöckner Pentaplast of Canada, Inc.	121867246RT0001	12420 Métropolitain Est, Montréal, Québec, H1B 0B6 Canada	KPQ-inv@kpfilms.com	Supplier.Request.CA@kpfilms.com
CHE	Klöckner Pentaplast Schweiz AG	CHE-105.830.713	Sportweg 38 3097 Liebefeld Switzerland	Invoices.kp.CH@kpfilms.com	supplier.request.kp.ch@kpfilms.com
DE	Kloeckner Pentaplast GmbH	DE253465851	Industriestrasse 3-5 56412 Heiligenroth Germany	Invoices.KP.DE@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
DE	Kloeckner Pentaplast Europe GmbH & Co KG	DE292996763 GB212962421 ES-W0049937F PT980506670	Industriestrasse 3-5 56412 Heiligenroth Germany	Invoices.KP.DE.Europe@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
DE	Linpac Packaging GmbH	DE811930954	Deltastrasse 1 27721 Ritterhude Germany	Invoices.LP.DE.Packaging@kpfilms.com	Supplier.Request.LP.DE@kpfilms.com
DE	Linpac Packaging Rigid GmbH	DE811269436	Am Bahnhof Oegeln 3 15848 Beeskow Germany	Invoices.LP.DE.Packaging.Rigid@kpfilms.com	Supplier.Request.LP.DE@kpfilms.com
DE	Linpac Holdings (Northern Europe) GmbH	DE237025516	Eduard-Schopf-Allee 1 28217 Bremen Germany	Invoices.LP.DE.Holding.Europe@kpfilms.com	Supplier.Request.LP.DE@kpfilms.com
DE	Linpac Holding Deutschland GmbH	-	Eduard-Schopf-Allee 1 28217 Bremen Germany	Invoices.LP.DE.Holding@kpfilms.com	Supplier.Request.LP.DE@kpfilms.com
DE	Linpac Mouldings GmbH	-	Eduard-Schopf-Allee 1 28217 Bremen Germany	Invoices.LP.DE.Moulding@kpfilms.com	Supplier.Request.LP.DE@kpfilms.com
DE	KP Holding GmbH & Co KG	DE288571089	Industriestrasse 3-5 56412 Heiligenroth Germany	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com

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Country	Entity Legal name	VAT ID	Legal Address	To send Invoices	For other General Queries (e.g. statements; request information)
DE	KP Holdings Verwaltungs GmbH	-	Industriestrasse 3-5 56412 Heiligenroth Germany	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
DE	kp Verwaltungs GmbH	-	Industriestrasse 3-5 56412 Heiligenroth Germany	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
DE	KP Holding International GmbH	-	Industriestrasse 3-5 56412 Heiligenroth Germany	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
DE	kp Real Estate GmbH & Co. KG	DE305503756	Industriestrasse 3-5 56412 Heiligenroth Germany	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
ES	Klöckner Pentaplast España, S.A.U.	ESA36155430	Pol.Ind.Skol. Ctra. C-35 P.K.65 17451 Sant Feliu de Buixalleu (Girona) Spain	Invoices.KP.ES@kpfilms.com	Supplier.Request.KP.ES@kpfilms.com
ES	Linpac Packaging Pravia S.A.U.	ESA33127945	Vegafriosa - La Calzada 33128 Pravia-Asturias Spain	Invoices.LP.ES.Packaging@kpfilms.com	Supplier.Request.LP.ES@kpfilms.com
ES	Linpack Packaging Holding	ESB61164455	Vegafriosa - La Calzada 33128 Pravia-Asturias Spain	Invoices.LP.ES.Holding@kpfilms.com	Supplier.Request.LP.ES@kpfilms.com
ES	Moldpack SL	ESB61911780	Vegafriosa - La Calzada 33128 Pravia-Asturias Spain	Invoices.LP.ES.Packaging@kpfilms.com	Supplier.Request.LP.ES@kpfilms.com
FR	KP KG Site France	FR88805379450	75 Boulevard Haussmann 75008 Paris France	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
FR	Linpac Packaging Pontivy SAS	FR40318198777	Parc d'Activités de Kerguilloten 56920 Noyal-Pontivy France	invoices.supplier.pontivy@kpfilms.com	Supplier.Request.LP.FR@kpfilms.com

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Country	Entity Legal name	VAT ID	Legal Address	To send Invoices	For other General Queries (e.g. statements; request information)
GB	Kloeckner Pentaplast Ltd.	GB918473891	33-34 Fern Close, Pen-y-Fan Industrial Estate Crumlin, Newport, NP11 3EH United Kingdom	Invoices.KP.UK@kpfilms.com	Supplier.Request.KP.UK@kpfilms.com
GB	Linpac Packaging Ltd Head Office	GB482096432	Wakefield Road Featherstone – Pontefract West Yorkshire, WF7 5DE United Kingdom	Invoices.UK.LP@kpfilms.com	Supplier.Request.UK@kpfilms.com
GB	Linpac Group Holdings Ltd	GB482096432	Wakefield Road Featherstone – Pontefract West Yorkshire, WF7 5DE United Kingdom	Invoices.UK.Holding@kpfilms.com	Supplier.Request.UK@kpfilms.com
GB	Linpac Packaging Ltd	GB482096432	Wakefield Road Featherstone – Pontefract West Yorkshire, WF7 5DE United Kingdom	Invoices.UK.Packaging@kpfilms.com	Supplier.Request.UK@kpfilms.com
GB	Linpac Packaging Ltd	GB482096432	Brindley Road, Reginald Industrial Estate St Helens, Merseyside WA9 4HY United Kingdom	Invoices.UK.Packaging@kpfilms.com	Supplier.Request.UK@kpfilms.com
GB	KP Senior Holdings Ltd.	-	4th Floor St. Paul's Gate New Street 22-24 JE1 4TR St Helier, Jersey United Kingdom	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com

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IT	KP GmbH & Co. KG Italia	IT03140540125	Via Ferrari, 21 21047 Saronno VA Italy	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
IT	Linpac Packaging Verona S.r.l.	IT02293220238	Via Monte Pastello 40 San Giovanni Lupatoto 37057 Verona Italy	Invoices.LP.IT@kpfilms.com	Supplier.Request.LP.IT@kpfilms.com
LU	Kleopatra Lux 2 S.a.r.l.	LU22123469	46A Avenue John F. Kennedy 1855 Luxembourg Luxembourg	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
LU	Kleopatra Holding 2 S.C.A	LU25505772	46A Avenue John F. Kennedy 1855 Luxembourg Luxembourg	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
LU	New Linpac Luxco 2 S.a.r.l.	-	46A Avenue John F. Kennedy 1855 Luxembourg Luxembourg	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
LU	Kleopatra Finco S.a.r.l.	-	Avenue J.F.Kennedy 1855 Luxembourg	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
NL	kp KG Permanent Establ.NL		Boven de Wolfskuil 3 C9 6049 LX Herten Roermond Netherlands	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com
NL	Linpac Packaging B.V.	NL006720560B01	Saturnus 4-11 8448 CC Heerenveen Netherlands	Invoices.LP.NL.Packaging@kpfilms.com	Supplier.Request.LP.NL@kpfilms.com
NL	kp Netherland B.V.	-	Boven de Wolfskuil 3 C9 6049 LX Herten Roermond Netherlands	invoices.kp@kpfilms.com	Supplier.Request.kp.DE@kpfilms.com

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PL	Linpac Packaging Production Sp. Z o.o.	PL5961065397	Bukowice 39 56-120 Brzeg Dolny Poland	Invoices.PL@kpfilms.com	Supplier.Request.PL@kpfilms.com
PT	Pentaplast, SA	PT506357210	Rua de S. Roque, 70 Água Longa 4825-116 Santo Tirso Portugal	Invoices.KP.PT@kpfilms.com	Supplier.Request.KP.PT@kpfilms.com
PT	kp Business Services Lda	PT514760427	Rua da Lionesa, n.º 446 Espaço D5 4465 - 671 Leça do Balio Portugal	Invoices.KP.Business@kpfilms.com	Supplier.Request.KP.Business@kpfilms.com
PT	Ovarpack Embalagens, SA	PT502713038	Zona Industrial de Ovar, Ap. 147 3881-902 Ovar Portugal	invoices.ovarpack@kpfilms.com	Supplier.Request.Ova@kpfilms.com
US	Klöckner Pentaplast of America, Inc.	54-106-1368	3585 Klöckner Road Gordonsville, VA 22942 USA	APIInvoices@kpfilms.com	Supplier.Request.US@kpfilms.com



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