How to start electronic invoicing (e-invoicing) with Metsä Group

- Link to the invoicing addresses of Metsä Group companies
- Link to the list of compatible service providers with e-invoicing of Metsä Group
- Link to the user instructions of Supplier Portal
Do you already have own e-invoicing service operator (i.e. readiness to send e-invoices)?

- **Yes**
  - Update e-invoice addresses (EDI Ids) of Metsä Group companies in Customer Master Data

- **Not yet, but want to have operator for e-invoicing towards several customers**
  - Contact service provider(s), select supplier and take service into use

- **NO and no plans/need to use operator**
  - Use Supplier Portal

  - Register to Metsä Group’s Supplier Portal and enter in first invoice

  - Send the information about the 1st e-invoice to einvoicing@metsagroup.com

    - Metsä Group checks and confirms, that e-invoice has been received to Metsä Group systems successfully

    - Continue by sending all invoices electronically (either via e-invoice operator or Supplier Portal)

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Required content of invoice

- Official name of vendor and VAT Id (if exists)
- Vendor contact person and contact information
- Invoice number and date
- Official name of customer and VAT Id
- Delivery address

- Purchase Order number (if exists) and/or contract number
- Delivery date/invoicing period and possible delivery note
- Contractual payment term
- Customer contact person
- Invoiced product/service (material item of purchase order)
- Amount, unit and unit price
- Comment if needed (e.g. partial invoice)

Notes:
- Attached example is not any kind of layout requirement
- Metsä Group targets to extend e-invoicing (see separate instructions)
- This instruction is not valid if self-billing is in use between Metsä Group and vendor