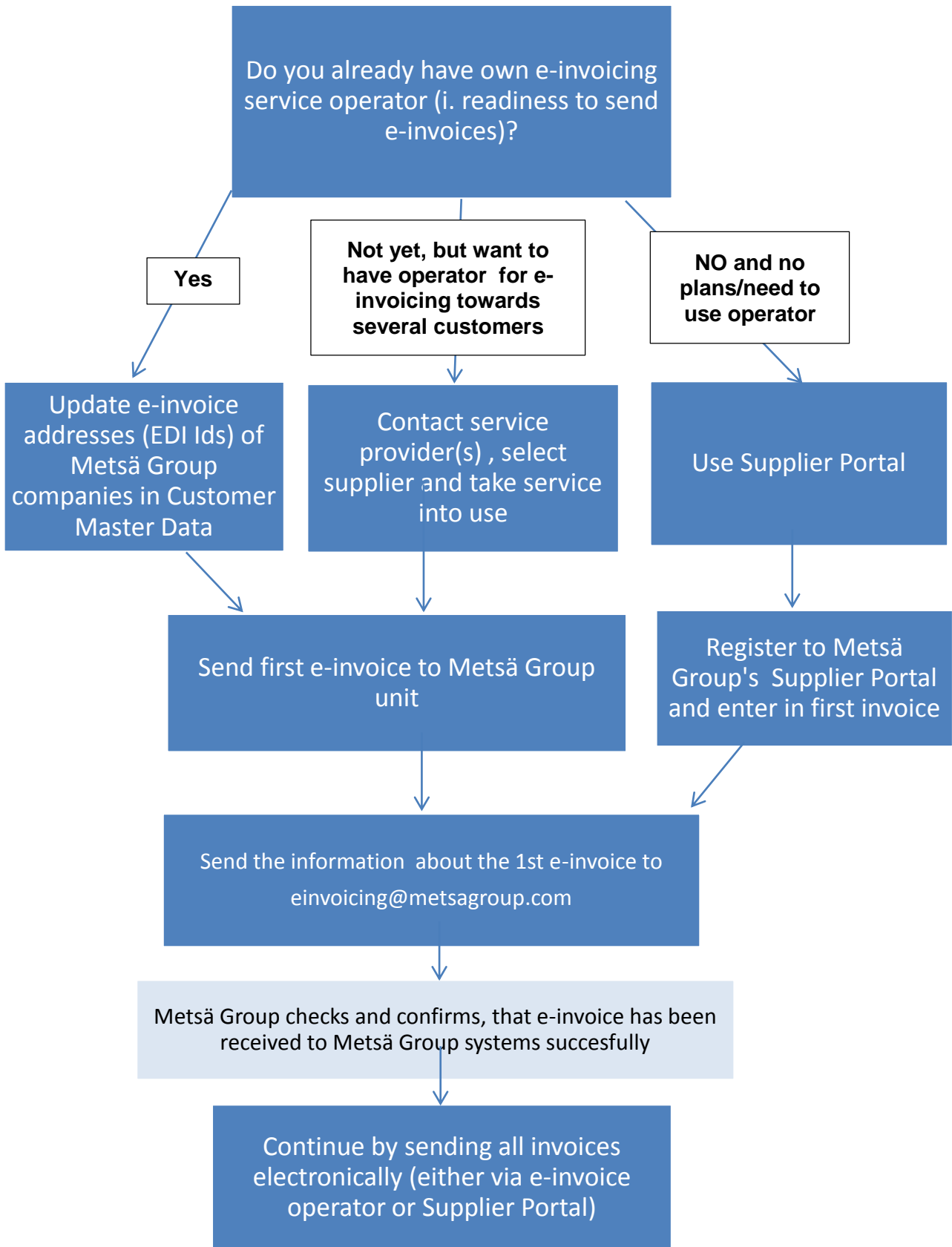


## **How to start electronic invoicing (e-invoicing) with Metsä Group**

[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](#)



# Required content of invoice

**The most typical mistakes in the invoices:**

- Purchase order number missing from invoice
- Incorrect purchase order number in the invoice
- No information about orderer (name) in the invoice
- Payment term in the invoice not in line with contract
- Invoices sent to delivery address

- 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)

- Price and currency (+exchange rate if not invoiced in home currency / Sweden)
- Tax base / code
- Bank account (SWIFT and IBAN)

**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

**VENDOR X**  
 Supplier: Vendor X  
 Hakkala, 00100, Finland  
 contact: Sui Supplier  
 Phone: +358 10 222 446  
 Fax: +358 10 222 446  
 VAT Registration No: FI0346270

**Billing Address:**  
 Metsä Group  
 Rautatiekatu 1  
 PO BOX 30  
 00030, Helsinki  
 Finland  
 VAT Reg. No: FI03913363

**INVOICE / CREDIT NOTE**

INVOICE No: 1180  
 DATE: 14 March 2014

**Delivery Address:**  
 Metsä Fibre Of  
 Finland, 401  
 Järvenpää, 01300  
 Finland, FI

**Contract information**  
 Data: Contract for purchase of order 450001238

CUSTOMER	CONTRACT NR.	PO NUMBER	DELIVERY NOTE	PAYMENT TERM
10942	450001112	450001238	PO3004	90 days net

CUSTOMER CONTACT PERSON	Invoicing period delivery date	REFERENCE (contract number or article)	CURRENCY	CURRENCY RATE
Sui Supplier			EUR	

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
10 00	1200 HEVA X12	200	2000

Bank Code: SW Code (200912)	DIVIDEND	00.00
Bank Name: Metsä Bank Finland	DISCOUNT AMOUNT	
Account Number: 0002011111100	DISCOUNT AMOUNT	10.00
Account Code: 00000000000000000000	VAT 24%	7.20
Bank No: 00087011 0011 12	<b>TOTAL DUE</b>	<b>2077.20</b>

**VENDOR X** Direct delivers to all of our customers

