

Content requirements for Purchase Invoices

1.6.2015

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

VENDOR X
 Supplier: street 11
 Helsinki, 00100 Finland
 contact: Siv Supplier
 Phone: +355 10 223 445
 Fax: +355 10 223 446
 VAT Registration No. FI12345678

INVOICE/ CREDIT NOTE
 INVOICE Nr: 100
 DATE: 14 March 2014

Billing Address:
 Metal Fibre Oy
 Äänekoski Mill
 PO BOX 33
 02020 Metsä
 Finland
 VAT reg. nr. FI07914163

Delivery Address:
 Metsä Fibre Oy
 Äänekoski Mill
 Voimalaitos/Tuopurainen
 Tehtastie 12
 44100 Äänekoski

- 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)

Comments or special instructions:
 partial delivery for purchasing order 4500001298

CUSTOMER	CONTRACT NR	PO NUMBER	DELIVERY NOTE	PAYMENT TERM
10562	560001112	4500001298	PX3456	30 days net

ORDERER/ CONTACT PERSON	Invoicing period/ delivery date	REFERENCE (original invoice nr in credit)	CURRENCY	CURRENCY RATE
Eric Example			EUR	

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
10 pc	1299 valve XYZ	2,00	20,00

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

Bank Details: Sort Code (200875)	SUBTOTAL	20,00
Bank name Nordea Bank Finland	DISCOUNT AMOUNT	
Account Number (200875-111112)	SHIPPING/HANDLING	10,00
SWIFT/BIC code NDEAFIHH	VAT 24%	7,20
IBAN FI99 2008 7511 0011 12	TOTAL DUE	37,20

VENDOR X Direct deliveries to all of our customers

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



Invoice example (section 1)

VENDOR X

Supplier street 11
Helsinki, 00100 Finland
contact Siv Supplier
Phone: +358 10 223 445
Fax: +358 10 223 446
VAT Registration No. FI12345678

Billing Address:

Metsä Fibre Oy
Äänekoski Mill

PO BOX 33

02020 Metsä
Finland

VAT reg nr. FI07914163

Delivery Address:

Metsä Fibre Oy
Äänekoski Mill

Voimalaitos/Tuppurainen
Tehdastie 12

44100 Äänekoski

INVOICE/ CREDIT NOTE

INVOICE Nr [100]

DATE: 14 March 2014

Invoice example (section 2)

Comments or special instructions:

partial delivery for purchasing order 4500001298

CUSTOMER	CONTRACT NR	PO NUMBER	DELIVERY NOTE	PAYMENT TERM
10562	560001112	4500001298	PX3456	30 days net

ORDERER/ CONTACT PERSON	invoicing period/ delivery date	REFERENCE (original invoice nr in credit)	CURRENCY	CURRENCY RATE
Eric Example			EUR	



QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
10 pc	1299 valve XYZ	2,00	20,00

Invoice example (section 3)

Bank Details: Sort Code (2006-75)	SUBTOTAL	20,00
Bank name Nordea Bank Finland	DISCOUNT AMOUNT	
Account Number (200675-111112)	SHIPPING/HANDLING	10,00
SWIFT/BIC code NDEAFIHH	VAT 24%	7,20
IBAN FI99 2006 7511 0011 12	TOTAL DUE	37,20

VENDOR X Direct deliveries to all of our customers