

Guidance for suppliers for purchase order confirmations

To ensure smooth purchase order processing, please provide all below mentioned information in your order confirmation (PDF as a format preferred).

Purchase order confirmation is important information for Metsä to ensure that we have the requested materials and services available for our use. Our production planning is also using the order confirmation information and therefore crucial to ensure the deliveries to our end customers.

- ✓ Purchase order number and purchase order item number
- ✓ Material/service (please use Metsä material number)
- ✓ Quantity
- ✓ Confirmed delivery date
- ✓ Payment term and incoterm**
- ✓ Price** (please note that with incoterm DAP price needs to include freight costs)

Please also provide order confirmation for all kind of purchase orders (including service orders)*.

*Only exceptions are orders where advance shipping notification is agreed to be provided, and subcontracting service orders.

**Please note that for pricing, lead times, payment terms and incoterms contractually or otherwise earlier agreed terms must be followed and shall not be changed only via order confirmation.