

SUPPLIER KIT

HOW TO SEND PDF- INVOICES

NOVEMBER 2018



Suppliers follow the
Supplier Kit.



Metsä Group improves
purchase to payment cycle
and process efficiency.



Invoices are paid on time,
saving time and money.

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Metsä Group is moving to electronic invoicing

This guide contains detailed instructions on how to send PDF-invoices to Metsä Group. When following these instructions, Metsä Group will receive PDF-invoices as electronic invoices. This service is free of charge.

- Register to the Basware Portal: <https://portal.basware.com/open/metsaPDF>
- Add to Basware Portal the email address(es) from which you will send PDF-invoices.
- Go to your email- or invoicing software and attach a PDF-invoice to your email and start sending.

If you have questions about sending invoices to Metsä Group, please do not hesitate to contact us as per below:

Contact details

Metsä Group	Questions regarding invoice content	invoicing@metsagroup.com
Basware	Questions regarding how to send the first PDF-invoice	Contact Form (in English)

Links

Metsä Group	Information about other e-invoicing options	http://services.basware.com/metsagroup
PDF e-Invoice user guide	User guide in English	User Guide

Kind regards,

Metsä Group

Registration process

By using this free of charge PDF-service you can start sending e-invoices to Metsä Group. To get started you must register to the PDF e-Invoice service via Basware Portal. You only need to register once to be able to send PDF-invoices to Metsä Group.

1. Create an account

Open the registration link: <https://portal.basware.com/open/metsaPDF>

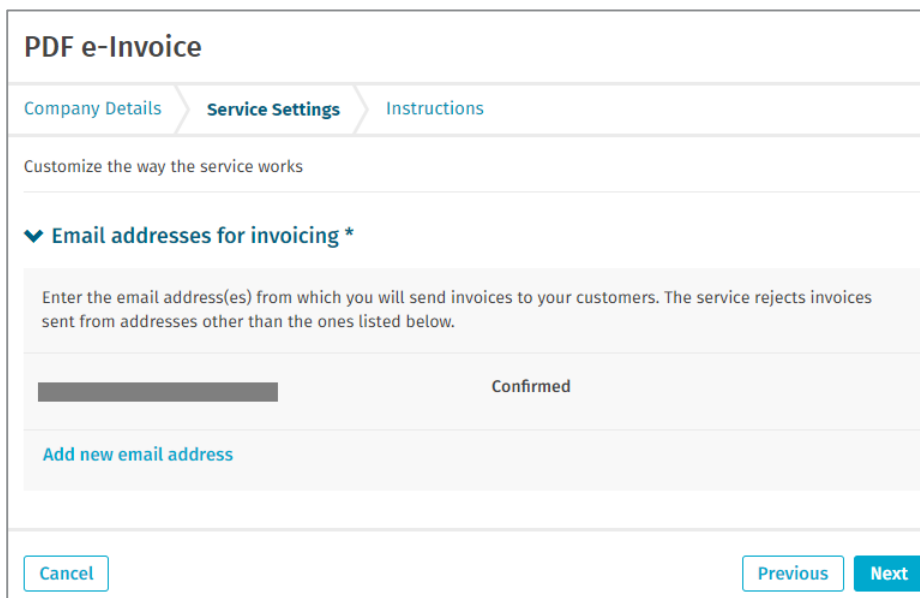
On the service landing page, enter your email address and click **Sign Up**. Choose a secure password and create the account. The service sends a confirmation message to your email address. The confirmation message is sent from <no.reply@basware.com> and could end up in your spam filter. Open the confirmation message to activate your account.

2. Fill in your company details

Now, you must fill in some details about your organization to activate the Basware PDF e-Invoice for Receiving -service. In the Company Details section, fill in your basic organization's details – company identifier, company name and address. Also, the primary contact of your company should be filled in.

3. Add email address(es) for PDF invoices

To add the email address(es) from which you will send PDF e-Invoices, click **Add Email Address**. You can only send invoices from the address(es) that you define here. Invoices sent from other addresses will not be delivered to Metsä Group. You can add up to 200 email addresses here:



If you wish to add more email addresses later, please go to <https://portal.basware.com> and login. Go to the tab **Services** and click on the box named **PDF e-Invoice**. Click on **View details**. Next, go to section **I send invoices from** and click on **Add an email address** from which you will send invoices to Metsä Group.

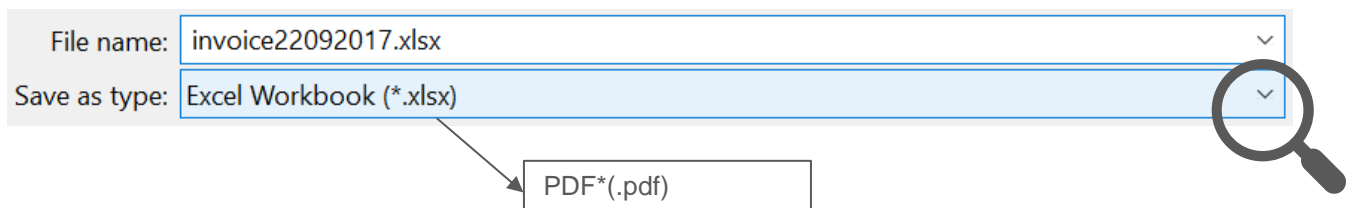
Start sending PDF-invoices

Make sure that you have completed the registration and clicked **Activate** on the final page of the registration flow. Now you can go to your email or invoicing software and create a PDF-invoice. For the service to work, the invoices that you send in must have the same layout as the first invoice. Because the invoices are read electronically, the content of each invoice must be in [machine-readable](#) text format - the invoices cannot be hand-written, scanned or contain the information in image format. Please make sure that your PDF-invoices are machine-readable and that they are sent to the correct Metsä Group email address for PDF-invoices (found in section A of this supplier kit).

1. Create a PDF-invoice

There are many ways you can create a PDF invoice:

- You can use your current accounting software, if it allows you to export invoices in machine-readable PDF format.
- You can use a word processing or spreadsheet software - for example, tools from the Microsoft Office, if it allows you to save documents in machine-readable PDF format.



2. Attachment policy

Invoice files can be named as you wish, as long as they DO NOT contain any of the following words: *attachment, anhang, anlage, adjunto, annex, or liite*. If you need to add additional attachments to your email message, such as a waybill, please make sure that you follow the attachment policy for additional attachments:

- You can only send attachments in PDF format. The service ignores all other attachment types.
- Name the additional attachment so that it contains the word attachment, anhang, anlage, adjunto, annex, or liite. For example, attachment_112233.pdf.
- If you send multiple attachments, Basware recommends that you send only one invoice per each email.
- If you must send multiple PDF e-Invoices and attachments in a single email, follow these guidelines:
 - Make sure that each attachment has the keyword attachment in their filename.
 - Make sure that each attachment is associated to a business document PDF:
 - Single business document PDF: each attachment is automatically linked to the business document PDF.
 - Multiple business document PDFs: attachments are linked to a business document PDF, if the filename of the attachments contains the filename (without the file extension) of the business document. For example, document1_attachment.pdf will be linked to document1.pdf.
 - The attachments are valid, if:
 - The email contains at least one business document PDF.
 - Each extra attachment is linked to a business document PDF.

More information about the attachment policy can be found [here](#).

3. Send the PDF-invoice

1. Using your standard email client, create a new email message.
2. Attach the PDF-invoice you have saved on your computer to the email message. It is possible to attach multiple invoices into one email.
3. If you want to send additional invoice attachments to your customer, such as a waybill, attach them to the email. Attachments must always be delivered together with the PDF-invoice. For instructions on how to name the additional attachments, see Attachment Policy.
4. Type Metsä Group's PDF-invoice address in the email receiver field. Metsä Group email addresses for PDF-invoices are found in section A of this supplier kit.
5. Send the email.

THE BASWARE PDF-SERVICE DELIVERS TO METSÄ GROUP ONLY PDF-INVOICES THAT ARE SENT FROM EMAIL ADDRESSES THAT ARE REGISTERED TO THE SERVICE. THE SERVICE WILL AUTOMATICALLY REJECT INVOICES THAT ARE SENT FROM AN UNREGISTERED EMAIL ADDRESS.



4. Invoice delivery

Basware sets up the conversion process when you send the first invoice into the service. For the service to work, the invoices that you send in must have the same layout as the first invoice.

Basware will notify you by email when the first email has been delivered to Metsä Group successfully. The first PDF-invoice can take a few business days to be mapped and delivered to Metsä Group. No further confirmation emails will be sent unless there are delivery problems with the invoices.

A. Metsä Group email addresses

Please use the following email addresses when sending PDF-invoices to Metsä Group:

Company Unit	E-mail address
Metsa Tissue Krapkowice	header.mg.1443@email.basware.com
Metsa Tissue Slovakia sro	header.mg.1479@email.basware.com
Metsä Board Middle East & Africa	header.mg.1175@email.basware.com
Metsä Board NL Holding BV	header.mg.1380@email.basware.com
Metsä Board Netherlands B.V. (1408)	header.mg.1408@email.basware.com
Metsä Board Hungary Kft. (1922)	header.mg.1922@email.basware.com
Metsä Board Polska Sp. Z.o.o. (1926)	header.mg.1926@email.basware.com
Metsä Board Nordic AB (1929)	header.mg.1929@email.basware.com
Metsä Board France S.A.S. (1933)	header.mg.1933@email.basware.com
Metsa Board Iberia S.A. (1941)	header.mg.1941@email.basware.com
Metsa Board Italia s.r.l. (1943)	header.mg.1943@email.basware.com
Metsä Board Deutsche Holding GmbH (1960)	header.mg.1960@email.basware.com
Metsa Board Middle East & Africa DMCC	header.mg.1991@email.basware.com
Metsä Board Schweiz AG (5622)	header.mg.5622@email.basware.com
Metsä Fibre GmbH	header.mg.1680@email.basware.com
Metsä-Botnia Metsät Oy	header.mg.1816@email.basware.com
Metsä Fibre S.r.l.	header.mg.1837@email.basware.com
Mittaportti Oy	header.mg.2135@email.basware.com
Metsä Treasury Oy	header.mg.1904@email.basware.com
Finsilva Oyj	header.mg.2181@email.basware.com
Metsäliitto Osuuskunta, Group Management	header.mg.3700@email.basware.com
Metsäliitto Osuuskunta, Group Services	header.mg.3710@email.basware.com
Metsä Group Services SP.z.o.o	header.mg.4675@email.basware.com
Metsä Tissue AS	header.mg.1456@email.basware.com
Metsä Tissue A/S	header.mg.1458@email.basware.com
Metsä Tissue Czech s.r.o	header.mg.1481@email.basware.com
Metsä Wood Schweiz AG	header.mg.1948@email.basware.com
Lohjan Biolämpö Oy	header.mg.2182@email.basware.com
Kumpuniemen Voima Oy	header.mg.2185@email.basware.com
Punkavoima Oy	header.mg.2186@email.basware.com

Metsä Wood Holland B.V.	header.mg.4639@email.basware.com
Metsä Wood Italia s.r.l.	header.mg.4648@email.basware.com
Metsä Wood Iberica S.L	header.mg.9681@email.basware.com
Metsä Wood UK Ltd	header.mg.4624@email.basware.com
Metsä Wood Deutschland GmbH	header.mg.4690@email.basware.com
MW B&I Sweden	header.mg.4600@email.basware.com
MW Punkaharju Birch plywood	header.mg.4601@email.basware.com
MW Suolahti Birch plywood	header.mg.4602@email.basware.com
MW Kerto Lohja	header.mg.4604@email.basware.com
MW Suolahti Softwood plywood	header.mg.4605@email.basware.com
MW Kerto Punkaharju	header.mg.4607@email.basware.com
MW B&I Denmark	header.mg.4608@email.basware.com
MW Kuningaspalkki	header.mg.4618@email.basware.com
MW Projects Finland	header.mg.4621@email.basware.com
MW B&I France	header.mg.4622@email.basware.com
MW HQ	header.mg.6500@email.basware.com
MF Kyrö Sawmill	header.mg.1881@email.basware.com
MF Metsä Svir Trading	header.mg.1887@email.basware.com
MF Merikarvia Sawmill	header.mg.1882@email.basware.com
MW Kaskinen Thermowood	header.mg.6524@email.basware.com
MF Lappeenranta Sawmill	header.mg.1880@email.basware.com
MF Eskola Sawmill	header.mg.1883@email.basware.com
MF Vilppula Sawmill	header.mg.1884@email.basware.com
MW Closed Sawmills	header.mg.6555@email.basware.com
MF Renko Sawmill	header.mg.1885@email.basware.com
MB Joutseno BCTMP	header.mg.10360@email.basware.com
MB Kaskinen BCTMP	header.mg.10370@email.basware.com
MB Äänekoski Board	header.mg.10400@email.basware.com
MB Tako Board	header.mg.10450@email.basware.com
MB Kyro Board	header.mg.10500@email.basware.com
MB Simpele Board	header.mg.10800@email.basware.com
MB HQ	header.mg.19000@email.basware.com
Metsä Board Kemi Oy (1630)	header.mg.1630@email.basware.com
Metsä Board International Oy (1907)	header.mg.1907@email.basware.com

Metsä Board Deutschland GmbH (1931)	header.mg.1931@email.basware.com
Metsa Board UK Ltd (1932)	header.mg.1932@email.basware.com
Metsä Board Benelux n.v./s.a (1949)	header.mg.1949@email.basware.com
Äänevoima Oy (2173)	header.mg.2173@email.basware.com
Ääneverkko Oy (2174)	header.mg.2174@email.basware.com
MB Husum	header.mg.5011@email.basware.com
MF Joutseno mill	header.mg.2000@email.basware.com
MF Kemi mill	header.mg.4000@email.basware.com
MF Rauma mill	header.mg.5000@email.basware.com
MF Bioproduct mill	header.mg.6900@email.basware.com
MF HQ	header.mg.YHT@email.basware.com
Metsä Forest Sverige AB	header.mg.9651@email.basware.com
Metsäliitto Osuuskunta, Metsä Forest	header.mg.3680@email.basware.com
Metsä Tissue Oyj	header.mg.1445@email.basware.com
Metsä Tissue AB	header.mg.1451@email.basware.com
Metsä Tissue Ltd	header.mg.1470@email.basware.com
Metsä Tissue Hungary Kft	header.mg.1480@email.basware.com
Metsä Tissue IMVW GmbH	header.mg.1485@email.basware.com
Metsä Tissue GmbH	header.mg.1496@email.basware.com
Metsä Spring Oy	header.mg.3195@email.basware.com

B. Mandatory content requirements for PDF-invoices

Please ensure that the following information is included in your PDF-invoice prior to your email being sent. If one mandatory field (M) is found empty, your invoice will be returned.

General Information	Field
Invoice number	M
Tax invoice/tax credit note (indicates if debit or credit invoice)	M
If credit note, reference to erroneous invoice	*
Doc Date (Invoice date)	M2
Due Date (Valuta Due Date)	*
Delivery Date/ Date Of Delivery Month	*
Currency	M
Buyer Order Number	M1
Contract Number	M1
Delivery Note Number	*
Buyer Reference	M1
Customer Information	
Full name of customer	M
Full address of the customer	*
Receiver VAT number	*
Supplier Information	
Full name of the sender (Supplier Name)	P (M)
Full address of the sender (Supplier Address)	P (M)
Sender Vat ID (Supplier VAT ID)	P (*)
IBAN (bank account in IBAN format)	*
SWIFT (BIC)	*
Supplier Other Bank Account (Secondary bank account in IBAN format)	*
Sender Bank Account (local format)	*
Payment Reference (Maksuviite, OCR nummer, KID nummer)	*
Vendor ID (Supplier Number)	*
Summary	
Net amount (VAT excluded)	M
Gross amount (VAT included) ²	M
Freight	*
VAT rates applied	M
Break-down of the taxable amount (excluding VAT) per VAT rate or exemption	M

Break-down of the VAT amount per VAT rate or exemption	M
Total VAT amount payable (total VAT amount)	M
Rounding	*

P	Populated from the information supplier provides when registering into the service.
M	Mandatory. The invoice is rejected to the sender by e-mail, if the field is found empty.
M1	Mandatory. The invoice is rejected to the sender by email, if both of these fields are found empty.
M2	Mandatory. The invoice is rejected to the sender by email, if the date is not a valid calendar date.
*	Captured if this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format.
2	If Gross amount does not equal Net amount + Total VAT amount (+ Freight), the invoice is rejected to the sender.

C. Invoice validation and rejections

Typical scenarios where the PDF-invoice is being rejected:

- The PDF invoice file is not machine-readable.
- The email invoice was sent from an un-registered email address.
- A mandatory field does not have content.
- The name of the additional attachment file does not include one of the following words: attachment/anlage/adjunto/annex/liite.

Basware will notify by email if the invoice cannot be delivered.