

Huhtamaki is moving into electronic invoicing - Invoicing instructions for our Suppliers

Contents

1 General.....	2
2 Single invoices	2
3 Invoice Content	2
4 Approved invoice types.....	2
4.1 E-Invoices	3
4.2 Key-in E-Invoices Supplier Portal in Basware.....	3
4.3 Send PDF invoices by email.....	4
5 Contact Details	4
Appendix A.....	Invoice Content

1 General

Dear Supplier,

Huhtamaki is moving to electronic invoicing to improve payment cycle. Change to electronic invoice management makes our processes more efficient, improves quality of our work and ensure payment on time. E-invoicing will gradually be taken as the only invoicing option.

This change benefits You. In one smart move, you can:

- Promote punctual payment
- Improve the customer relationship
- Take advantage of a range of Basware services, some free of charge

Please read and follow these instructions when sending invoices for Huhtamaki Lurgan Ltd. **As from Monday 27th May 2024** all invoices addressed to Huhtamaki Lurgan Ltd, need to be type of the supported ones, described in these instructions. Invoice types which are not described in these instructions can't be processed by us. In case of any questions, please contact us before sending other kind of invoice types for us ap.Lurgan.Ltd@huhtamaki.com.

These instructions are available also in our webpage <https://www.huhtamaki.com/en/foodservice/Information-for-suppliers/> where you may always find the latest version in case of changes.

In addition to these instructions and requirements, some suppliers might be required to enclose some additional information to invoices addressed to Huhtamaki Lurgan Ltd Such requirements are regulated in the contract between the companies.

2 Single invoices – one Purchase Order per one invoice

Huhtamaki prefers all invoices to be sent as single invoices. This ensures automatic invoice handling and efficient processes related to invoice management allowing us to settle your invoices promptly. Consolidated invoices with multiple purchase orders in same invoice complicate automatic invoice management process and reduces efficiency of the process.

3 Invoice Content

The table in Appendix A is showing all content which must be included in all invoices sent to Huhtamaki Lurgan Ltd.

4 Approved invoice types

We are accepting only the following options for sending invoices for us. Please select one of these ways to send electronic invoices for us:

4.1 E-Invoices

E-invoices are the most efficient and thus most preferred option as it improves the purchase to payment process the most. E-invoicing will gradually be taken as the only invoicing option. Switching to electronic invoicing is an improvement which benefits both us and You as our suppliers.

E-invoice data with the invoice picture is taken directly from your billing system and sent to your service provider who then routes the E-invoices to Huhtamaki through Basware E-invoicing. **The usage of correct operator ID and E-invoice address is required.** Our E-invoicing details are defined in paragraph 5. Contact Details of this document.

All E-invoices addressed for Huhtamaki Lurgan Ltd will go through our service provider. We have chosen Basware to be our partner.

If you are not yet providing E-invoices, please start by following these instructions:

- Connect with a service provider for E-invoicing,
- Choose your operator from Basware's partner list [e-Invoicing Interoperability - Basware](#) and we can set up your connection,
- If Your operator is not included in the above-mentioned partner list, Basware will manage technical details with the operator. Please contact www.basware.com/support to proceed.

An electronic E-invoice must include the same information as a paper invoice and consists of both invoice data and invoice image. E-invoices are received directly to a processing system, handled automatically without any manual processing, and archived same way as paper invoices, but more efficiently.

Huhtamaki Lurgan Ltd can receive invoices in all relevant standardized xml formats. Please contact Basware or your E-invoicing service provider for more detailed format description.

All attached invoice images must come in the form of either a PDF-file or a TIFF-file. If no invoice image is attached, a standardized invoice image will be generated by Basware. This generated image might not include all the information you would need to share with us. Therefore, we strongly recommend you include a PDF or TIFF image of your invoice to be presented.

4.2 Key-in E-Invoices Supplier Portal in Basware

Optionally, you may send your E-invoices to us by using web-based supplier portal provided by Basware. The portal enables you to enter invoice information, add attachments and send E-Invoices to us free of charge. Your registration must be approved by Huhtamaki before you can log in. The use of supplier portal is easy, fast and accurate.

In Basware Key-In portal you can create invoices online with ease. You can enter basic header level data, row level data and add attachments to the invoice. The service validates every field

that you fill in real time. When you send the invoice, the service automatically generates a legal invoice image in PDF format. You can view and print this image after you have created and sent the invoice.

You can find detailed user instructions for Key-In Portal from this link [Basware.Invoice.Key-In.User.Guide EN-US.pdf](#)

4.3 Send PDF invoices by email

As a third option, you may attach your invoice as pdf-file to an email and send it to lurgan.ffs.huhtamaki@pdf.basware.com. If pdf file is not readable you will get an automatic reply from Basware. This is the most ineffective option, so we'd strongly prefer you to choose from options presented in paragraphs 4.1 or 4.2. If you need any support to be able to perform those options, please contact us and we will provide more detailed instructions for you.

5 Contact Details

Company	Purpose	Details / Link
	Operator ID for electronic invoicing	BAWCFI22
	E-Invoicing Address	GB366430844
Basware Corporation	General Information	www.basware.com
Basware Corporation	Support and instructions how to start sending E-invoices and/or how to start sending E-invoices through Key-In supplier portal	www.basware.com/support
	Email address for sending pdf invoices by email.	lurgan.ffs.huhtamaki@pdf.basware.com
Huhtamaki Lurgan Ltd	All invoicing related questions and issues.	ap.Lurgan.Ltd@huhtamaki.com
Huhtamaki Lurgan Ltd	Invoicing instructions	https://www.huhtamaki.com/en/food-service/Information-for-suppliers/

Invoice Content

The below information must be included in your invoices to Huhtamaki Lurgan Ltd. Most of the content is required by law, some are important for us to enable automation invoice handling process. If you are not able to include all required information to your invoice, please contact us before sending the invoice. If some information is missing, your invoice does not proceed to processing.

Type of information	Comment
Supplier's name	The official name of the company.
Supplier's address	The official address of the company.
Supplier's DUNS and / or Business ID	The official DUNS or Business ID of the company.
Supplier's VAT ID	<p>Identification Code of the company:</p> <p>VAT (Value Added Tax).</p> <p>If supplier will invoice Huhtamaki with different legal entity or VAT registration than defined in our Purchase Order, we should be asked to adjust our Purchase order accordingly, prior to the shipment.</p>
Supplier's bank account and IBAN number	<p>Bank account number and IBAN (International Bank Account Number) number.</p> <p>SEPA (Single Euro Payments Area) payments require correct IBAN number.</p>
Supplier's bank name and SWIFT / BIC code	SEPA (Single Euro Payments Area) payments require correct BIC (Bank Identifier Code) code.
Huhtamaki's Bill to address	Must be exactly according to Huhtamaki's purchase order.
Huhtamaki's Ship to address	Must be exactly according to Huhtamaki's purchase order and delivery documents.
Huhtamaki's purchase order number as a reference number	If the invoice is based on a purchase order, the Huhtamaki purchase order number must be stated as invoice reference exactly as it's in the purchase order. In case of single invoice having only one PO, the reference can be defined as header information of the invoice. In case of consolidated invoice, it must be used as a reference of line level information of

the invoice. Please note we prefer to receive single invoices instead of consolidated ones.

If the invoice is not based on purchase order, the name of the Huhtamaki person who ordered the goods or services, must be stated as a reference information on header of the invoice.

Purchase Order line number	Exact order line number exactly as it is given in Huhtamaki's purchase order.
Description of goods/services	Description of goods/services.
Delivery Date	Can be left blank if the delivery date is not known at the time of issuing the invoice.
Delivery reference	ASN number in case of invoice being based on shipment of goods and date & time of the services completion in case of invoice is being based on the services.
Quantity unit of measure	Quantity must be given using the same unit as in Huhtamaki's purchase order.
Price	Net price per unit and net price per order line.
Invoice Number	Supplier's invoice number which should be used as a reference for the payment.
Invoice Date	Date when the invoice is issued.
Invoice Due Date	Invoice due date need to be shown on the invoice according to agreed payment term and invoice date.
Invoice gross amount	Total invoice amount including VAT.
Invoice net amount	Taxable invoice amount excluding VAT.
Currency	Currency (code) need to be stated clearly.
VAT % and VAT amount (Value Added Tax)	Both VAT % and VAT amount must be available for both line level and sum amounts.
Other details as per VAT invoices rules	HSN Code, Date and place of supply, Whether VAT is payable on reverse charge basis.