

## Invoicing instructions for our Suppliers

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# Huhtamaki

## 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 the quality of our work and speeds up payments. 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 services, some free of charge

Please read and follow these instructions when sending invoices for the below companies of Huhtamaki:

- Huhtamaki S.à.r.l
- Huhtamaki Foodservice Nordic Oy Eesti filial
- Huhtamaki AG
- Huhtamaki Food service France SAS
- Huhtamaki La Rochelle SAS
- Huhtamaki Nederland B.V.
- Huhtamaki CR, a.s
- Huhtamaki (Lurgan) Limited
- Huhtamaki Flexible Packaging Middle East LLC
- Primetech (M.E.) FZE

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

## 2 Single invoices

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 the 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.

## 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

This is 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 are required.** Our e-invoicing details are available in paragraph 5.

All E-invoices addressed for the mentioned business units of Huhtamaki 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 [Speak To Us \(basware.com\)](#) 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 the same way as paper invoices, but more efficiently.

Above mentioned companies of Huhtamaki can receive invoices in all relevant standardized xml formats. Please contact Basware support 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 to 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 the 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.KeyIn.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 Basware. Email addresses are mentioned in paragraph 5. If the attachment file sent in email is not a PDF document, you will get an automatic reply from Basware instructing you to send the invoice in PDF format. 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, please contact us and we will provide more detailed instructions for you.

## 5 E-Invoicing Details

### Huhtamaki PDF and e-invoicing

Operator – **Basware**

Operator ID - **BAWCFI22**

S No	Company Name	E-invoice address	PDF Invoicing email address
1	Huhtamaki S.à.r.l	LU27064282	luxembourg.ffs.huhtamaki@pdf.basware.com
2	Huhtamaki Foodservice Nordic Oy Eesti filial	EE102620715	estonia.ffs.huhtamaki@pdf.basware.com
3	Huhtamaki AG	CHE-212.377.694	ag.huhtamaki@pdf.basware.com
4	Huhtamaki Food service France SAS	FR44509628343	france.foodservice.huhtamaki@pdf.basware.com
5	Huhtamaki La Rochelle SAS	FR58546450453	france.fiber.huhtamaki@pdf.basware.com
6	Huhtamaki Nederland B.V.	NL007318650B01	nederland.ffs.huhtamaki@pdf.basware.com
7	Huhtamaki CR, a.s	CZ47901969	czechia.ffs.huhtamaki@pdf.basware.com
8	Huhtamaki (Lurgan) Limited	GB366430844	lurgan.ffs.huhtamaki@pdf.basware.com
9	Huhtamaki Flexible Packaging Middle East LLC	100027980000003	uae.flexpackme.huhtamaki@pdf.basware.com
10	Primetech (M.E.) FZE	100048781700003	uae.primetech.huhtamaki@pdf.basware.com
11	Huhtamaki Foodservice Germany Operations GmbH&Co.KG	DE282515257 /9930:de282515257	huhtamaki.de.foodservice.ops@pdf.basware.com
12	Huhtamaki Foodservice Germany Sales GmbH&Co.KG	DE316326891 /9930:de316326891	huhtamaki.de.foodservice.sales@pdf.basware.com
13	Huhtamaki Grundst GmbH Alf	DE149277591 /9930:de149277591	huhtamaki.de.grundst@pdf.basware.com
14	Huhtamaki Oyj	003701408796001	huhtamaki.hq@pdf.basware.com
15	Huhtamaki Foodservice Nordics Oy	003722233497 /0216:003722233497015	huhtamaki.nordic.fi@pdf.basware.com
16	Huhtamaki Foodservice Nordic Oy, Norway Branch	NO917525935 /0192:917525935	huhtamaki.nordic.nor@pdf.basware.com
17	Huhtamaki Foodservice Nordic Oy, Sweden Filial	SE516410070201 /0007:5164100702	huhtamaki.nordic.swe@pdf.basware.com

Above mentioned email addresses are used for receiving of pdf invoices only. No other messages / documents should be sent on these email id's. If there will, the emails will get rejected and are not read nor replied.

## 6 Invoice Content

The below information must be included in your invoices to Huhtamaki.

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 the 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 VAT ID	VAT (Value Added Tax) Identification Code of the company
Supplier's bank account and IBAN number	Bank account number and IBAN (International Bank Account Number) number  SEPA (Single Euro Payments Area) payments require correct IBAN number
Supplier's bank name and SWIFT / BIC code	SEPA (Single Euro Payment s Area) payments require correct BIC (Bank Identifier Code) code.
Huhtamaki's ordering business unit	Must be exactly according to Huhtamaki's purchase order.
Huhtamaki delivery 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	

Delivery Date	
Delivery reference	Delivery note number in case of invoice being based on shipment of goods and date & time when the service has been provided in case of invoicing services.
Quantity	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	Invoice amount including VAT
Invoice net amount	Invoice 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.