Retail invoicing guidelines for S group's suppliers

Contents

Change history:

Version	Date	Section	Change
1.0	1.10.2021		Version 1.0
1.1	1.3.2022	5	credit invoice qty and price sign
1.2	25.4.2022		Content reordered, clarifications and examples added.

1. Content requirements for the invoice

Invoice must contain the following information:

- Invoice number
- Date of invoice
- Tax number / VAT-ID / EDI-ID (depending on how the invoice is sent)
- Payment reference
- Name and address of the seller and buyer entered in the Trade Register
- **Store's customer number**
- **Purchase order number**
- Payment terms
- The tax base for each tax rate, unit net price excluding tax, the applicable tax rate, total tax amount in euros, invoice total price including tax
- Currency
- Bank contact information (International Bank Account Number and BIC/SWIFT ID)
- Delivery note number and delivery date (Delivery date = departure date from supplier)
- Delivery address
- **EAN code** (if EAN code is not available, use supplier item code)
- Product names
- Invoiced quantities and units of measure
- Net price per unit (= gross unit price - discounts)
- Line item net price (excluding tax)
- Assortment, display and pallet products must be invoices in the unit in which they are delivered

2. Content requirements for credit invoices

Generally the same requirements apply botht the debit and credit invoices. Below are some credit invoice specific requirements.

- Credit invoice should be referenced to:
  - Primarily claim number
  - Secondarily the number and date of the original debit invoice
  - If neither of these apply the original purchase order number should be used
- Other mandatory reference are:
  - Customer number of the site/store
  - Article EAN code

- Credit invoices should be sent as separate invoices and they must not be included in the debit invoices.

Price corrections should be done by crediting the original invoice in full and debiting the whole delivery again with correct pricing.

3. General about electronic invoices

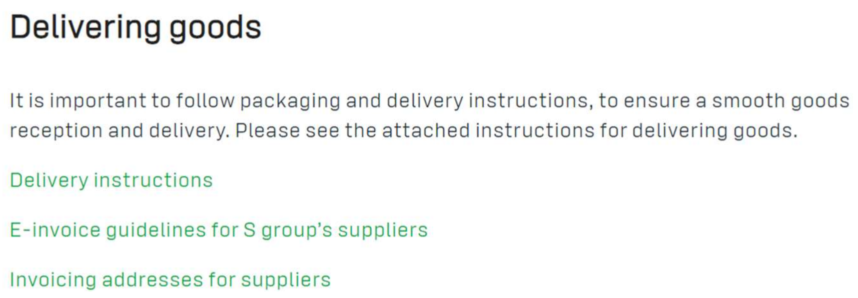
S- Group uses OpusCapita Solutions Oy as the e-invoice operator. OpusCapita's operator code is **E204503**.

List of e-invoice addresses for the co-operatives can be found from: https://s-ryhma.fi/en/for-suppliers/local-supplier

At the moment we can only receive e-invoces for the co-operatives. E-invoices for SOK must be agreed separately.

The e-invoice must be site / store specific and purchase order specific. If the invoice includes multiple deliveries (several products have been delivered to the site / store on multiple days and on multiple purchase orders), the invoice must specify the purchase orders, delivery dates and purchase order articles on line level separately.

Details for e-invoice addresses of **regional cooperatives** can be found at the link: https://s-ryhma.fi/en/for-suppliers/local-supplier



E-invoices sent to **SOK** must be agreed separately.

These guidelines do not apply to invoices sent to addresses 003705655815 (SOK KT) ja 003708078929 (SOK PT) or the e-invoicing of service providers.

E-invoices use TEAPPSXML3.0 format. Invoice must contain the mandatory details in the correct e-invoice content fields. We request that you comply with the new **act on electronic invoicing (241/2019)** in your invoicing practices. The data used for e-invoices must be in accordance with the EN16931 standard.

For more information about what the new e-invoicing legislation requires from your invoices, please refer to your e-invoicing operator

4. Specifications regarding e-invoice contents

Contract number:

- If you are using contract number for Coupa, please maintain it in the contract field:
  - HEADER/CONTRACT_INFORMATION/CONTRACT_NUMBER (Finvoice: AgreementIdentifier)
- Note! Contract number must **not** be entered in the purchase order field

Unit of measure, which is used on the invoice, should be the same than used on the delivery.

With e-invoicing, an additional cost line, e.g. freight is formed like a normal invoice line. The ROW / ARTICLE / ARTICLE_ID field informs the id for the additional cost being charged, and the ROW / ARTICLE / ARTICLE_NAME field identifies the name of the additional cost. See 9. Additional costs

Invoice receiver (Co-operative) is to be mentioned in the field RECEIVER/ (Finvoice: Buyer)

Receiving site/store is to mentioned in the field DELIVERY_PARTY/ (Finvoice: DeliveryParty)

5. Alternative fields

Later in the guidelines there are defined the mandatory fields, which should be primarily used. Below there are listed couple of exceptions, which will also be accepted.

- Customer number of the site/store:
  - Primarily in field:
    - DELIVERY_PARTY/CUSTOMER_INFORMATION/SITE (Finvoice: DeliverySiteCode).
  - If this field is not available for use, the customer number can also be added to the customer information after the name of the store.
    - DELIVERY_PARTY/CUSTOMER_INFORMATION/CUSTOMER_NAME (Finvoice: DeliveryOrganisationName).

    You can check the customer number of the store from: https://s-ryhma.fi/en/for-suppliers/local-supplier

- Delivery note number:
  - Primarily in field NOTE_NUMBER (Finvoice: DeliveryNoteIdentifier)
  - Also TRANSPORT_NOTE (Finvoice: WaybillIdentifier) and DELIVERY_NUMBER (Finvoice: RowDeliveryIdentifier) are accepted.

- Total amount of the invoice excluding VAT:
  - Primarily field
    - SUMMARY/INVOICE_TOTAL/AMOUNT[@VAT="EXCLUDED"]
  - Also INVOICE_TOTAL_WITHOUT_ADVANCE_PAYMENT/AMOUNT[@VAT="EXCLUDED"] is accepted.

- OVT-ID:
  Primarily in field NET_SERVICE_ID, secondarily in field PARTY_IDENTIFICATION_ID

6. Mandatory header level data on the invoice

Below are listed the correct fields to be used for the mandatory header level data on the invoice.

Data content	XML-element (TEAPPSXML3.0)	Finvoice
Invoice type	HEADER/INVOICE_TYPE 00 = Invoice 01 = Credit note	
Invoice number	HEADER/INVOICE_ID	InvoiceNumber
Invoice date	HEADER/INVOICE_DATE/DATE	InvoiceDate
Invoice sender	PAYEE/CUSTOMER_INFORMATION/CUSTOMER_NAME	SellerOrganisation-Name
VAT-number (in-voice sender)	PAYEE/CUSTOMER_INFORMATION/VAT_NUMBER	SellerOrganisationTax-Code
Supplier's OVT-ID	PAYEE/CUSTOMER_INFORMATION/PARTY_IDENTIFICATION_ID Attribute: AUTHORITY SCHEME_ID "EDI" tai "GLN"	SellerCode
Invoice receiver	RECEIVER/CUSTOMER_INFORMATION/CUSTOMER_NAME	BuyerOrganisation-Name
VAT-number (in-voice receiver)	RECEIVER/CUSTOMER_INFORMATION/VAT_NUMBER	BuyerOrganisationTax-Code
Invoice receiver's OVT-ID	RECEIVER/CUSTOMER_INFOMATION/PARTY_IDENTIFICATION_ID Attribute: AUTHORITY SCHEME_ID "EDI" tai "GLN"	BuyerCode
Purchase order number	HEADER/ORDER_INFORMATION[@ORDER_TYPE="CO"] [1] /OR-DER_NUMBER If invoice has multiple deliveries, purchase order number can be com-municated at row level instead of header.	OrderIdentifier
Payment referen-ce	PAYEE/DETAILS_OF_PAYMENT/FI_PAYMENT_REFERENCE (if SPY) PAYEE/DETAILS_OF_PAYMENT/ IPI_REFERENCE (if ISO)	EpiRemittanceInfoIden-tifier
Store customer number	DELIVERY_PARTY/CUSTOMER_INFORMATION/SITE	DeliverySiteCode
Store name	DELIVERY_PARTY/CUSTOMER_INFORMATION/CUS-TOMER_NAME	DeliveryOrganisation-Name
Delivery address	DELIVERY_PARTY/CUSTOMER_INFORMATION/AD-DRESS/STREET_ADDRESS1 - STREET_ADDRESS3	DeliveryStreetName
Delivery note number	HEADER/NOTE_NUMBER	DeliveryNoteIdentifier
Delivery date (from supplier)	HEADER/DELIVERY_DATE/DATE If invoice has multiple deliveries, delivery date can be communicated at row level instead of header.	DeliveryDate

Data content	XML-element (TEAPPSXML3.0)	Finvoice
Currency	HEADER/CURRENCY/CODE	Attribute: AmountCur-rencyIdentifier
Terms of payment	HEADER/TERMS_OF_PAYMENT	PaymentTermsFreeText
Due date	HEADER/DUE_DATE/DATE	InvoiceDueDate
Cash discount due date	HEADER/CASH_DISCOUNT[1]/DATE	CashDiscountDate
Cash discount %	HEADER/CASH_DISCOUNT[1]/PER_CENT	CashDiscountPercent
Amount of cash discount (including tax)	HEADER/CASH_DISCOUNT[1]/CASH_DIS-COUNT_AMOUNT/AMOUNT [VAT="INCLUDED"][1]	CashDiscountAmount
Invoice total amount excluding tax	SUMMARY/INVOICE_TOTAL/AMOUNT[@VAT="EXCLUDED"]	InvoiceTotalVatExclu-dedAmount
Invoice total tax amount	SUMMARY/VAT_TOTAL/AMOUNT [1]	InvoiceTotalVatAmount

7. Mandatory row level data on the invoice

Below are listed the correct fields to be used for the mandatory row level data on the invoice.

Data content	XML-element (TEAPPSXML3.0)	Finvoice
EAN-code (UPC)	ROW/ARTICLE/EAN_CODE	EanCode
Article ID (EAN code)	ROW/ARTICLE/ARTICLE_ID Codes: EN = EAN-code, (SA = supplier item code)	ArticleIdentifier
Article name	ROW/ARTICLE/ARTICLE_NAME	ArticleName
Invoiced quantity	ROW/QUANTITY/CHARGED	InvoicedQuantity
Unit of measure	ROW/QUANTITY/CHARGED/@Q_UNIT_UNECE_CODE	Attribute: QuantityUnitCo-deUN
Unit price	ROW/PRICE_PER_UNIT/AMOUNT [@VAT="EXCLUDED"]	UnitPriceAmount
Tax rate	ROW/VAT/RATE	RowVatRatePercent
Tax code	ROW/VAT/@VAT_TYPE	RowVatCode
Line item net price excluding tax	ROW/ROW_TOTAL/AMOUNT [@VAT="EXCLUDED"]	RowVatExcludedAmount
Purchase order number (row level)	ROW/ORDER_INFORMATION [@ORDER_TYPE="CO"] [1]/ OR-DER_NUMBER	Finvoice RowIdentifier
Delivery date (row level)	ROW/ARTICLE/DELIVERY_DATE/DATE	RowDeliveryDate
Delivery note number (row level)	ROW/NOTE_NUMBER ROW/TRANSPORT_NOTE ROW/DELIVERY_NUMBER	RowDeliveryNoteIdentifier RowWayBillIdentifier RowDeliveryIdentifier

8. Other mandatory data on the invoice

Below are listed the correct fields to be used for other mandatory data on the invoice e.g. credit invoice, factoring etc.

Data content	XML-element (TEAPPSXML3.0)	Finvoice
Claim number	HEADER/ORDER_INFORMATION/ORDER_REFERENCE	BuyerReferenceIdentifier
Invoice number of original invoice	HEADER/CREDIT_INVOICE_NUMBER	OriginalInvoiceNumber
Invoice free text - order reference only if purchase order number is not available	HEADER/FREE_TEXT	InvoiceFreeText
Row level free text - order reference only if purchase order number is not available	ROW/FREE_TEXT	
Factoring free text	HEADER/FACTORING_INFORMATION/FREE_TEXT	FactoringFreeText
Invoice url text	SUMMARY/LINKS/LINK[@OBJECT="InvoiceUrlText"] HEADER/INVOICE_APPENDIX_SERVICE/APPENDIX_ID	InvoiceUrlText
Row level purchase order number	ROW/ORDER_INFORMATION [@ORDER_TYPE="CO"] [1]/ ORDER_NUMBER	Finvoice RowIdentifier

9. Additional row level costs on the invoice

On the e-invoice the additional row is formed like a normal invoice row. In the field ROW/ARTICLE/ARTICLE_ID is informed the id for the additional cost and in the field ROW/ARTICLE/ARTICLE_NAME the name of the additional cost to be charged.

IDs to be used on the additional rows:

	Kaukeva ID
Freight	9943
Small order fee	9970
Insurance	9981
Postage	9947
Supervision fee	9979
Pallet charge	9710
Delivery fee	9944

10. Example of debit invoice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11. Example of credit invoice


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