



ONNINEN OY – INVOICE CONTENT REQUIREMENTS

These instructions apply to purchase invoices addressed to Onninen Oy concerning **goods invoices** (purchase order invoices). All invoices must comply with content requirements specified in VAT law and the requirements mentioned in this document. If you have any questions, please contact with your contact person in Onninen Oy's purchasing.

The recommended means of delivery for invoices is e-invoice (primary) or EDI. **If you currently send your invoices to Onninen as EDI invoices, we will continue to receive your invoices as EDI invoices.** Please note that in the future we accept paper and email invoices only in exceptional cases. Further information on demand concerning paper invoices, please contact www.kesko.fi/financialservices If you are able to send EDI invoices, please contact Onninen EDI-service (EDISERVICE@onninen.com) for further information.

The invoice addresses are listed in this document below. In the future, notices, payment reminders and other paper material can be sent using the webform at www.kesko.fi/financialservices.

GOODS (PURCHASE ORDER) INVOICES

Please pay attention to the following matters when you send goods invoices to Onninen Oy

- Purchase invoices addressed to Onninen Oy must be order- and customer-specific, no combined invoices that include items for several customers.
- Purchase invoices for goods must always include the Onninen Oy purchase order number that the invoice concerns. The purchase order number can be stated either in the header or at line level.

Header information required:

- Purchaser's VAT-registration number, official name and address
- Note: Addressed to Onninen Oy (FI10712079)
- Supplier's VAT-registration number, official name and address
- Date of invoice
- Invoice number
- Delivery date of the goods
- Debit/credit invoice (Note: One invoice can include only debit or credit.)
- **Credit invoices** need to include reference to **original debit invoice number**.

Line information required:

- The product name and the GTIN (EAN)-code of the product (including possible cost charges, e.g. freight, handling fee, cargo pallet). If there is no GTIN-code available, use the vendor's own identifying code. This needs to be agreed with Onninen Oy's purchasing.
- Quantity of goods
- Unit and total price of the products without tax
- Rate of VAT for the products
- Agreed discounts must be primarily presented on the invoice itemised by line as percentage, or alternatively on a separate line below the product lines.

Summary:

- Invoice total
- Basis of VAT per rate of VAT
- The total VAT payable in euros per rate of VAT
- Payment term and due date (due date with cash discount too)
- Reference number
- Cash discount value with VAT
- In the case of intra-Community trade you need to add the note "VAT 0 % (Intra-Community supply) Reverse Charge / 2006/112/EC Art. 138"

E-invoices

Please note when sending e-invoices to Onninen Oy

- An e-invoice's XML tag must always contain Onninen Oy's 10-digit purchase order number. The purchase order number is a series of digits beginning with either 45, 47, 48 or 49.
- In some cases, the purchase order number may consist of 7 digits, beginning e.g. with 10.
- The field containing a purchase order number cannot contain any other references, numbers or text.
- Purchase order numbers on e-invoices in TEAPPS format must be stated as follows:
<INVOICE>
<HEADER>
<ORDER_INFORMATION ORDER_TYPE="CO">
<ORDER_NUMBER>XXXXXXXXXX</ORDER_NUMBER>
- Purchase order numbers on e-invoices in Finvoice format must be stated as follows:
<Finvoice>
<InvoiceDetails>
<OrderIdentifier>XXXXXXXXXX</OrderIdentifier>
- When you send us an e-invoice for the first time, please also notify us by email at juha-matti.merimaki@kesko.fi to make sure we have received the invoice.



Invoice addresses – goods invoices Onninen Oy

E-invoice address:

VAT-code

F110712079

E-invoice address

00371071207900

Transmitter code

E204503

Operator

OpusCapita Solutions Oy

