



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 are unable to send electronic invoices, we kindly ask you to send your invoices by e-mail. Please note that in the future we accept paper invoices only in exceptional cases. 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 send by e-mail to ostoreskontra@onninen.com.

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"

Invoice addresses – goods invoices Onninen Oy

E-invoice address:

VAT-code **E-invoice address**
FI10712079 00371071207900

Transmitter code
E204503

Operator
OpusCapita Solutions Oy

E-mail address:

supplier.einvoices@onninen.com

Paper invoice address:

Onninen Oy, Tavaralaskut
C/O Kesko Oyj, Business Services Centre PB 1009 33101 TAMPERE, FINLAND

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 either email at ostoreskontra@onninen.com or by phone tel. +358 105 325 299, to make sure we have received the invoice.

Invoices attached to e-mails are accepted under the following conditions:

- Supported PDF formats: 1.2, 1.3, 1.4, 1.5, 1.6 and 1.7 PDF / A-1, PDF / A-2, PDF / A-3
- One attachment must always contain all the pages on the same invoice.
- One invoice per e-mail.
- Do not use encrypted or password-protected files.

