

**Invoicing  
Instructions  
for Coupa-SAP  
Purchase Orders  
47XXXXXXXX**

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# Invoicing addresses for Neste Oyj

E-invoicing is the primary way of invoicing.

## E-invoices:

E-invoicing address: 003718523029101RP

Operator: Basware Oyj

Operator code: BAWCFI22

## PDF invoices:

[NesteOyj\\_PL430@bscs.basware.com](mailto:NesteOyj_PL430@bscs.basware.com)

## Paper invoices:

Neste Oyj

PL 9811

00026 Basware

For invoicing related questions, please feel free to contact [accountspayable@neste.com](mailto:accountspayable@neste.com).

Please mention "Neste Oyj" in the email subject.

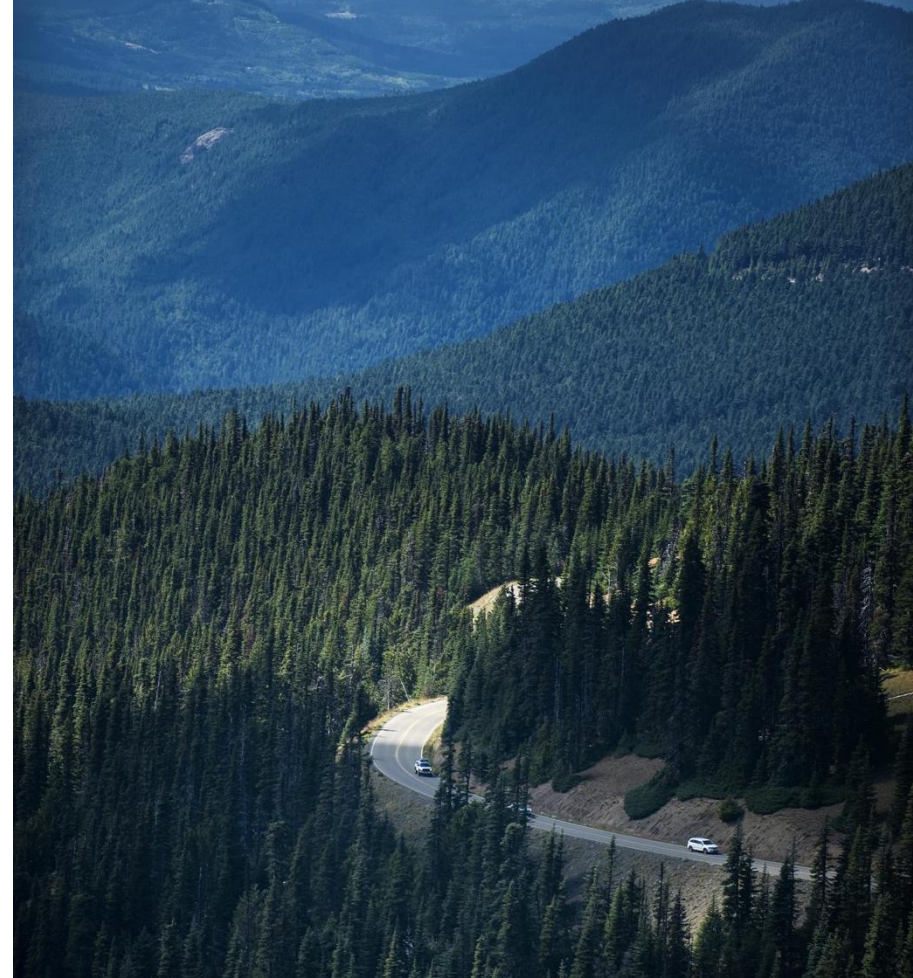
# Introduction

These instructions apply to purchase orders generated with Coupa solution, which are in format **47XXXXXXXX**.

Neste handles invoices in electronic format and e-invoicing is the primary way of invoicing. All invoices will be routed to SAP VIM for a three-way matching process. To ensure the process accuracy and timely payment, there are some crucial aspects to keep in mind while submitting an invoice:

1. Coupa PO number must be mentioned on the invoice header in the order number field without any other details. In addition PO number, Quantity and Net Price must appear on all invoice lines as stated on the PO.
2. One invoice can be associated only with one PO. Consolidated invoices with multiple PO's can not be processed.
3. Neste contact person and PO number must appear on all invoices, packages, packing slips, bills of lading.

Invoices with inadequate information may be returned to Seller. Buyer is not liable for the delay in payment due to inadequate information in the invoice.



# Invoicing requirements

These invoicing requirements apply to Purchase Orders generated with Coupa solution, which are in format 47XXXXXXXX.

Purchase Order number need to be included on the invoice image and data without without additional characters.

Neste has enhanced the process for capturing header and row level data in order to enable automatic invoice processing.

To ensure the process accuracy and timely payments, there are new requirements for sending the invoice header and row level data (in addition to the mandatory fields).

## TEAPPSXML example for PO data:

```
<ORDER_NUMBER>4200000001</ORDER_NUMBER>
```

Header level data	Field in TEAPPSXML	Field in Finvoice
<b>Neste Purchase Order Number</b>	HEADER/ORDER_INFORMATION[@ORDER_TYPE="CO"] [1] /ORDER_NUMBER	OrderIdentifier

Row level data	Field in TEAPPSXML	Field in Finvoice
<b>Neste Purchase Order Number</b>	ROW/ORDER_INFORMATION [@ORDER_TYPE="CO"] [1] /ORDER_NUMBER	RowIdentifier
<b>Quantity</b>	ROW/QUANTITY/CHARGED	InvoicedQuantity
<b>Net Unit Price</b>	ROW/PRICE_PER_UNIT/AMOUNT [@VAT="EXCLUDED"]	UnitPriceAmount
<b>Net amount</b>	ROW/ROW_TOTAL/AMOUNT [@VAT="EXCLUDED"]	RowVatExcludedAmount
<b>VAT Rate</b>	ROW/VAT/RATE	RowVatRatePercent

# Schedule for monthly invoicing (Neste IT projects)

System	Responsible	Responsible person	Deadline / workday	Deadline / time GMT+2	Task
Coupa	Supplier	Supplier invoicing responsible	Last workday	16:00	Supplier creates an invoice proposal and sends it to Neste via comments on PO in Coupa.
Coupa	Neste	Invoice proposal reviewer or double reviewer	2nd workday	18:00	IT Requester (eg. Project Manager) reviews & creates a receipt and leaves an acceptance comment on PO in Coupa. Supplier receives the comment that invoice proposal is approved.
Basware (e-invoicing operator)	Supplier	Supplier invoicing responsible	After invoicing permit	-	Supplier sends an e-invoice to Neste according to approved invoice proposal.

Possible vendor specific exceptions must be discussed with the Neste contact person (e.g. project manager) in charge.



NESTE

Change runs on renewables