Invoicing Instructions for SAP Purchase Orders 42XXXXXXX

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Content

- **Invoicing addresses for Neste Oyj**
- **Invoicing requirements for Material Suppliers**
  - **Alternative fields**
- **Invoicing requirements for Service Providers**
- **Invoicing requirements for Prepayment Invoices**

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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

Paper invoices:
Neste Oyj
PL 9811
00026 Basware

Prepayment invoices:
downpayment.invoices@neste.com

For invoicing related questions, please feel free to contact accountspayable@neste.com.
Please mention "Neste Oyj" in the email subject.

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Invoicing requirements for Material Suppliers

These invoicing requirements apply to Purchase Orders which are in format **42XXXXXXX**.

Purchase Order number and Delivery Note number need to be included on the invoice image and data 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 following requirements for sending the invoice header and row level data (in addition to the mandatory fields).

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.

TEAPPSXML example
PO: <ORDER_NUMBER>4200000001</ORDER_NUMBER>
Delivery Note: <NOTE_NUMBER>12345</NOTE_NUMBER>

Header level data	Field in TEAPPSXML	Field in Finvoice
Neste Purchase Order Number	HEADER/ORDER_INFORMATION[@ORDER_TYPE="CO"][1] /ORDER_NUMBER	OrderIdentifier
Delivery Note Number	HEADER/NOTE_NUMBER	DeliveryNoteIdentifier

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

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Invoicing requirements for Material Suppliers Alternative fields

If it's not possible to send the delivery note number in the NOTE_NUMBER (TEAPPSXML) or DeliveryNoteIdentifier (FINVOICE) fields, please use one of the alternative options below:

Row level data	Field in TEAPPSXML	Field in Finvoice
Delivery Note Number	ROW/TRANSPORT_NOTE	WaybillIdentifier
Delivery Note Number	ROW/DELIVERY_NUMBER	RowDeliveryIdentifier

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Invoicing requirements for Service Providers

These invoicing requirements apply to Purchase Orders which are in format **42XXXXXXX.**

Purchase Order number and Service Entry Sheet (SES) number need to be included on the invoice image and data 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).

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.

TEAPPSXML example for header data
PO: <ORDER_NUMBER>4200000001</ORDER_NUMBER>
SES: <FREE_TEXT>12345</FREE_TEXT>

Header level data	Field in TEAPPSXML	Field in Finvoice
Neste Purchase Order Number	HEADER/ORDER_INFORMATION[@ORDER_TYPE="CO"] [1] /ORDER_NUMBER	OrderIdentifier
Service Entry Sheet Number	PAYEE/CUSTOMER_INFORMATION/FREE_TEXT	SellerFreeText
Alternative field for Service Entry Sheet Number	HEADER/FREE_TEXT	InvoiceFreeText

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

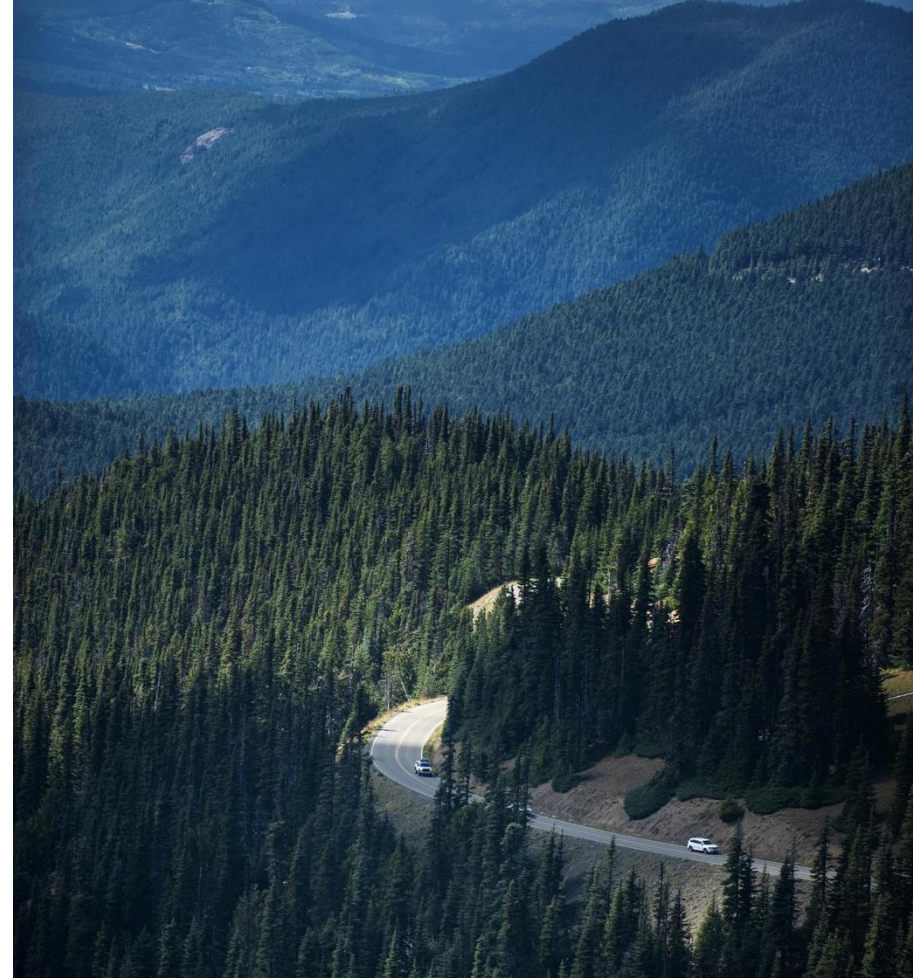**neste**

Invoicing requirements for Prepayment Invoices

These invoicing requirements apply to prepayment invoices (incl. milestone and down payments) regarding Purchase Orders which are in format **42XXXXXXX**.

Purchase Order number need to be mentioned on the prepayment invoice. Prepayment invoices should be sent to email address: **downpayment.invoices@neste.com**

Proforma invoices are not applicable and legal prepayment invoices must be created instead.

Final invoice should be sent to normal invoicing address with purchase order value also indicating the prepayments.

Please do not send the final invoice to the down payment address.

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Change runs on renewables