

# **Invoicing Instructions for Coupa Purchase Orders NPOXXXXXX**

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# Invoicing addresses for Neste Oyj

**E-invoicing is the primary way of invoicing.**

## **E-invoices:**

E-invoicing address: 0037185230291010

Operator: Basware Oyj

Operator Code: BAWCFI22

## **PDF invoices:**

[NesteOyj@bscs.basware.com](mailto:NesteOyj@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.

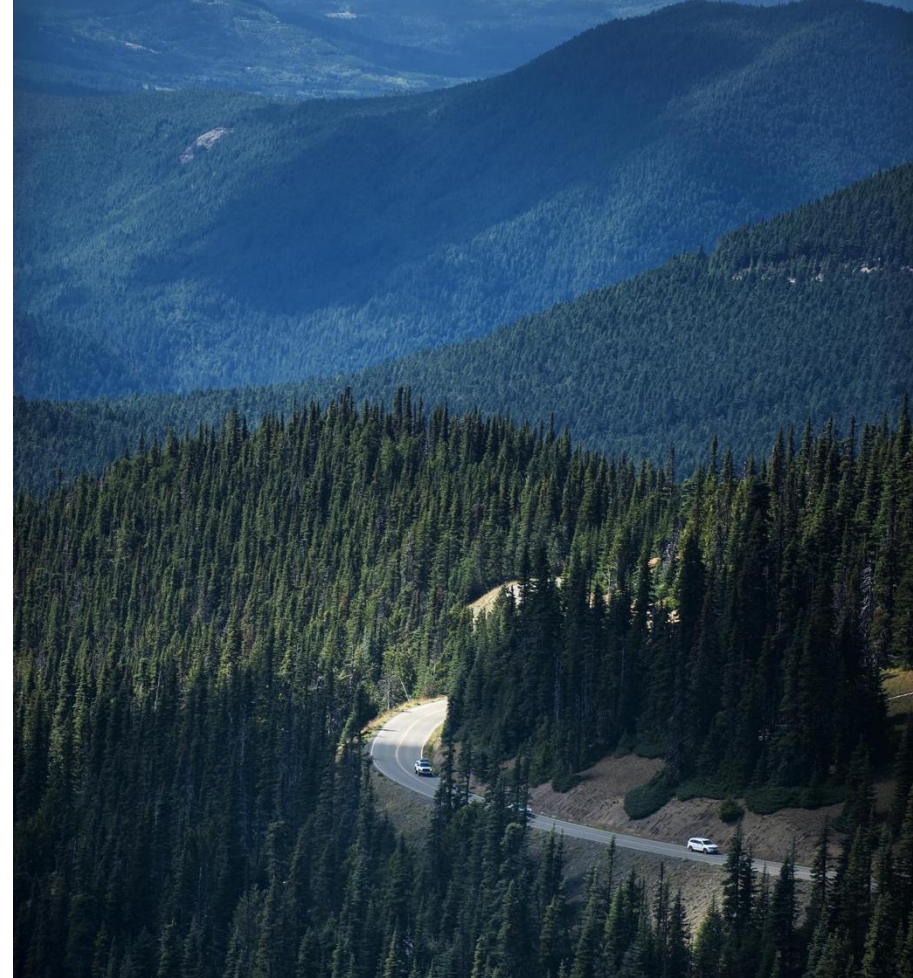
# Introduction

These instructions apply to POs generated with Coupa solution, which are in format **NPO123456**.

Neste handles invoices in electronic format and e-invoicing is the primary way of invoicing. All invoices will be routed to Coupa 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, PO line number (Line#), Quantity, Net Price and Units of Measure (UOM-code) 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:

## What should be mentioned on the invoice?

The PO number (e.g. NPO123456) must be mentioned on the invoice header level in the order number field. No other references (for example contact person) shall be used in that field. In addition, below information must appear on all invoice lines as stated on the PO:

- ✓ PO number
- ✓ PO line number (Line#)\*
- ✓ Net unit price
- ✓ Quantity\*
- ✓ Unit of measure (UOM) in English\*
- ✓ Tax rate for the line
- ✓ Tax amount for the line
- ✓ Total gross amount for the line

Please see all the necessary fields marked in red on the attached Purchase Order here and on the next slide.

\*Quantity and UOM are not required if not mentioned on the PO.

\*If you're not able to provide the PO line number in the invoice data, please ensure the invoice rows are in the same order as in the PO.

<b>NESTE</b>		<b>PURCHASE ORDER</b>	
<b>PO Number:</b> NPO123456		<b>PO Version:</b> 1	
<b>Contract:</b>		<b>PO Revision Date:</b> 2022-02-09	
<b>Contract Date:</b> 2021-12-01			
<b>Handled By:</b> Jyri Karhapaa			
<b>Supplier</b> Oy Agile Consulting Ab		<b>Orderer</b> Neste Oyj Keilaranta 21 P.O. Box 95 Espoo, 02150 Finland	
<b>Supplier Contact</b>		<b>Orderer's Contact</b> Jyri Karhapaa	
<b>Date of Order</b> 09/02/2022			
<b>Terms of Delivery</b> Delivered at place		<b>Delivery Address</b> Keilaranta 21 Espoo, 02150 Finland Attn: Jyri Karhapaa Tax Registration Number: FI18523029	
<b>Payment Terms</b> 60 days net /Finance			
<b>Currency</b> EUR		<b>Invoicing Address</b> E-invoicing Address: 0037185230291010 Operator: Basware Oyj Operator Code: BAWCFI22	

# Invoicing requirements:

## What should be mentioned on the invoice?

It is important to reflect PO line level details on invoice line item level when submitting an invoice. This will ensure the matching process accuracy and smooth invoice payment process. Please make sure to include PO number, PO line number\*, Qty, Net Unit Price and UOM information as stated on the PO on invoice line level.

Neste Oyj orders from						
Line#	Part#	Description	Qty	Net Price / UOM	Need By Date	VAT Total
1		Standard Laptop - Lenovo T460	5	422.00 / EA	31/03/2021	2,110.00
2		High-End Laptop - Lenovo ThinkPad T50	2	748.00 / EA	31/03/2021	1,496.00
3		Lenovo ThinkPad T560 - Ultrabook	1	716.00 / EA	31/03/2021	716.00
Purchase Order Total						4,322.00 EUR

*\*If you're not able to provide the PO line number in the invoice data, please ensure the invoice rows are in the same order as in the PO.*

# Invoicing requirements:

## Header and row data fields for e-invoices

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>Purchase Order Line Number *</b>	ROW/ORDER_INFORMATION[@ORDER_TYPE="CO"] [1]/ORDER_POSITION	RowOrderPositionIdentifier
<b>Quantity</b>	ROW/QUANTITY/CHARGED	InvoicedQuantity
<b>Unit of measure (UOM)</b>	ROW/QUANTITY/CHARGED/@Q_UNIT	Attribute: QuantityUnitCode
<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
<b>VAT Amount</b>	ROW/VAT/VAT_AMOUNT/AMOUNT	RowVatAmount

\*If you're not able to send the PO line number, please ensure the invoice rows are in the same order as in the PO. E.g. Invoice <ROW\_NUMBER>1</ROW\_NUMBER> = 1st line in the PO.



# TEAPPSXML example for the header data

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

```
- <HEADER>
  <INVOICE_ID>23678992</INVOICE_ID>
  <INVOICE_TYPE>00</INVOICE_TYPE>
  <CREDIT_INVOICE_NUMBER>0</CREDIT_INVOICE_NUMBER>
  - <INVOICE_DATE>
    - <DATE>
      <DAY>02</DAY>
      <MONTH>02</MONTH>
      <CENTURY>20</CENTURY>
      <DECADE_AND_YEAR>23</DECADE_AND_YEAR>
    </DATE>
  </INVOICE_DATE>
  - <DUE_DATE>
    - <DATE>
      <DAY>03</DAY>
      <MONTH>04</MONTH>
      <CENTURY>20</CENTURY>
      <DECADE_AND_YEAR>23</DECADE_AND_YEAR>
    </DATE>
  </DUE_DATE>
  <TERMS_OF_PAYMENT TERMS_OF_PAYMENT_CODE="1">60 pv netto</TERMS_OF_PAYMENT>
  - <PAYMENT_OVERDUE_FINE>
    <INTEREST_RATE>10.50</INTEREST_RATE>
  </PAYMENT_OVERDUE_FINE>
  - <CURRENCY>
    <CODE>EUR</CODE>
  </CURRENCY>
  <ORDER_INFORMATION ORDER_TYPE="CO">
    <ORDER_NUMBER>NPO0006359</ORDER_NUMBER>
    <ORDER_REFERENCE>Y[REDACTED]1</ORDER_REFERENCE>
  </ORDER_INFORMATION>
  - <ORDER_CONFIRMATION>
    <ORDER_CONFIRMATION_NUMBER>C</ORDER_CONFIRMATION_NUMBER>
  </ORDER_CONFIRMATION>
  - <CONTRACT_INFORMATION>
    <CONTRACT_NUMBER>2[REDACTED]</CONTRACT_NUMBER>
  </CONTRACT_INFORMATION>
  <BUYER_REFERENCE/>
  - <LINKS>
    <LINK TYPE="BUMID">3f9a8e98-f16e-469b-b8e6-7ca948c3d9c2</LINK>
  </LINKS>
</HEADER>
```



# TEAPPSXML example for the row data

Row level data	Field in TEAPPSXML	Field in Finvoice
Neste Purchase Order Number	ROW/ORDER_INFORMATION[@ORDER_TYPE="CO"] [1]/ORDER_NUMBER	RowIdentifier
Purchase Order Line Number *	ROW/ORDER_INFORMATION[@ORDER_TYPE="CO"] [1]/ORDER_POSITION	RowOrderPositionIdentifier
Quantity	ROW/QUANTITY/CHARGED	InvoicedQuantity
Unit of measure (UOM)	ROW/QUANTITY/CHARGED/@Q_UNIT	Attribute: QuantityUnitCode
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
VAT Amount	ROW/VAT/VAT_AMOUNT/AMOUNT	RowVatAmount

\*If you're not able to send the PO line number, please ensure the invoice rows are in the same order as in the PO. E.g. Invoice <ROW\_NUMBER>1</ROW\_NUMBER> = 1st line in the PO.

```

- <ROWS>
- <ROW>
  <ROW_NUMBER>1</ROW_NUMBER>
  + <ARTICLE>
  - <QUANTITY>
    <ORDERED SIGN="+" Q_UNIT="pr">1.00</ORDERED>
    <DELIVERED SIGN="+" Q_UNIT="pr">1.00</DELIVERED>
    <CHARGED SIGN="+" Q_UNIT="pr">1.00</CHARGED>
  </QUANTITY>
  <ORDER_REFERENCE>Yvonne Sinivuori</ORDER_REFERENCE>
- <ORDER_INFORMATION ORDER_TYPE="CO">
  <ORDER_NUMBER>NPO006359</ORDER_NUMBER>
  + <ORDER_DATE>
  <ORDER_REFERENCE>Yvonne Sinivuori</ORDER_REFERENCE>
  <ORDER_POSITION>1</ORDER_POSITION>
  </ORDER_INFORMATION>
  <TERMS_OF_DELIVERY>DAP</TERMS_OF_DELIVERY>
  <NOTE_NUMBER>14160154</NOTE_NUMBER>
- <CURRENCY>
  <CODE>EUR</CODE>
  </CURRENCY>
- <PRICE_PER_UNIT>
  <AMOUNT SIGN="+" VAT="EXCLUDED">126.22</AMOUNT>
  <AMOUNT SIGN="+" VAT="INCLUDED">156.51</AMOUNT>
  </PRICE_PER_UNIT>
- <PRICE_PER_UNIT_NET>
  <AMOUNT SIGN="+" VAT="EXCLUDED">126.22</AMOUNT>
  </PRICE_PER_UNIT_NET>
  <ROW_TOTAL>
  <AMOUNT SIGN="+" VAT="EXCLUDED">126.22</AMOUNT>
  </ROW_TOTAL>
  <VAT VAT_TYPE="S">
  <RATE>24.00</RATE>
  - <VAT_AMOUNT>
    <AMOUNT SIGN="+">30.29</AMOUNT>
  </VAT_AMOUNT>
  </VAT>
  <RECEIVER_PRODUCT_CODE>LF 3224</RECEIVER_PRODUCT_CODE>
  + <DEFAULT_ROW_POSTING>
  <FREE_TEXT>As. rivinro:1</FREE_TEXT>
</ROW>
</ROWS>

```



# NESTE

Change runs on renewables