



1.1.2023

Invoicing instructions to suppliers of MM Kotkamills Wood Oy

MM Kotkamills Wood Oy's invoicing address is:

MM Kotkamills Wood Oy
16809824
P.O.Box 932
FI-00019 SSC
FINLAND

Electronic invoices should be transferred with following details:

Receiving company: MM Kotkamills Wood Oy
Invoicing address: 003728331207
Service provider: Open Text Oy
Service provider address: 003708599126

All invoices shall include a purchase order number as reference. In the absence of the number the name of the subscriber and cost center number shall be used as reference.

The purchase order number must be placed in the order number field on the invoice. The field may not include other characters such as date, extra space, subscriber name or other text. When multiple orders are invoiced, the order numbers must be separated by commas. If there are more than one shipping document or consignment number, they should also be separated by commas. If mentioned on the order or otherwise requested, a number specifying the order (such as maintenance work number or line specific cost item etc) should be given as an invoice line item.

If electronic invoices cannot be sent, paper invoices shall be sent to the invoicing address mentioned above or by e-mail to address:

scanning.europe@liaison.com

Kindly note, that if the serial number (16809824) is missing from the invoicing address, the invoice will be returned to the supplier from the scan service.

Further instructions for sending invoices by e-mail:

- Invoicing address of the receiving company must be readable on the invoice sent
- Approved sizes of the invoice are A4, letter or legal.
- Acceptable attachment formats are PDF, JPG or TIF.
- The name of the attachment must not contain special characters, only a-z, A-Z, 0-9 are acceptable.
- The invoice document shall be sent as an attachment and one attachment can contain only one (1) invoice. All pages and enclosures of the invoice must be included in the same file. One invoice cannot be split to more than one email or attachment.
- Maximum size of the e-mail is 10 mb



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Please note that any text in the body of the e-mail will not be taken into account during invoice processing. Rejected invoices will be returned to sender. Invoices received by e-mail are stored for one (1) month, after which they will be deleted.

Should you have any questions regarding purchase invoices, kindly send them to the email address below:

payables.kot@mm.group

Further technical details for electronic invoices:

Instructions for order number field per invoice format

The following fields to be used for TEAPPS invoice format

- order number:
 - ORDER_INFORMATION\ORDER_NUMBER (1. or 2. element, when specifier is not “VN”)
or
 - HEADER\INVOICE_ORDER_NUMBER
- waybill-/admission note:
 - TRANSPORT_INFORMATION\TRANSPORT_NOTE or
 - HEADER\NOTE_NUMBER

The following fields to be used for Finvoice invoice format

- order number:
 - InvoiceDetails\OrderIdentifier
- waybill/admission note:
 - DeliveryDetails\WayBillIdentifier or
 - DeliveryDetails\DeliveryNoteIdentifier