



## E-INVOICING REQUIREMENTS

We are requiring suppliers to send electronic invoices (“e-Invoices”) and uses Basware as the operator.

### Content requirement for e-Invoices:

e-Invoice data requirement follows the country specific compliance and tax legislation in EU countries.

The table below shows the data fields which must be included in your e-Invoices (in both XML data and invoice image). Mandatory fields are marked with asterisk (\*).

Fields	Comment
Supplier name *	
Supplier address *	
Supplier organization number *	Organization number, Y-tunnus, Business ID
Supplier VAT registration number*	VAT registration number
Supplier bank name *	
Supplier bank account number *	
Supplier e-invoicing address *	
Supplier e-mail address	
Fortum's entity's name *	<a href="#">Look the invoicing address</a>
Fortum's invoicing address*	
Fortum's delivery address	
<b>Order number *</b>	Mandatory if Fortum has provided Purchase Order Number
<b>Fortum Reference Person *</b>	Mandatory to have buyer’s name as a reference
<b>Contract number</b>	Mandatory if Fortum has provided Contract number
Delivery Note	
Invoice Number *	
Invoice Date *	
Invoice Due Date *	According to payment term agreed in contract
Invoice Cash Discount Due Date	
Invoice Amount including VAT *	
Invoice Amount excluding VAT *	
VAT Amount *	
Invoice Cash Discount Amount	
Currency *	
Payment term	
Taxation Information	For EU purchases, invoice should contain a statement of VAT compliance - reverse charge. For domestic purchases there has to be stated why the invoice is not subject to VAT.