

HOW TO SEND PDF E-INVOICES TO UPM-KYMMENE OYJ

Basware Corporation

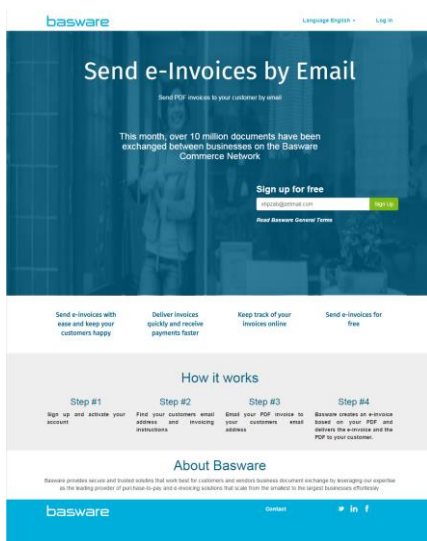
SPECIFIC INFORMATION REGARDING UPM-KYMMENE OYJ AS AN PDF E-INVOICE RECEIVER

A. Signing Up for Basware Portal & Activating PDF e-Invoice

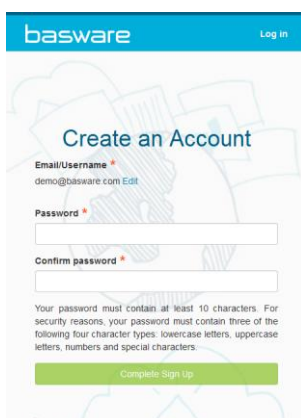
Basware PDF e-Invoice is a part of Basware Portal. Before you can activate Basware PDF e-Invoice, you must sign up for an account in Basware Portal. To enable this, you'll receive an invite with registration link.

1. Open the Basware PDF e-Invoice service page.

Once you've received an email invitation, follow the link in the invitation. The Basware PDF e-Invoice service page in Basware Portal opens:



2. Click Sign Up.
The **Create an Account** page opens:

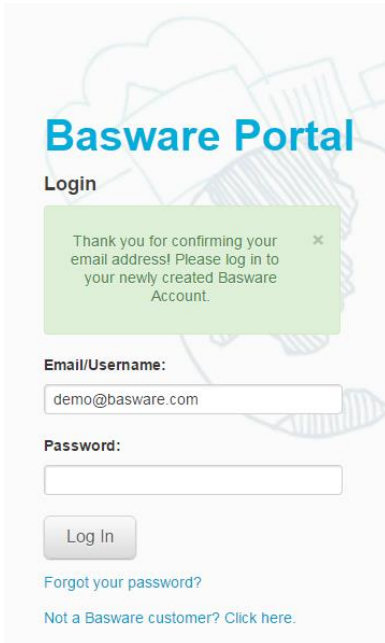


3. Choose a username to the service. (The service selects the email address that your invitation was sent to as your username. If you want to use another email address as your username, click Edit and enter that address in the Email/Username field.)

4. Choose a secure password and enter it in the Password and Confirm password fields.

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5. Click **Complete Sign Up** to create a new Basware Portal account. The service sends a confirmation message to your email address. Open the confirmation message and follow the link in the message to activate your account.
6. The login page opens and you'll see a confirmation message telling you that your account has been activated.

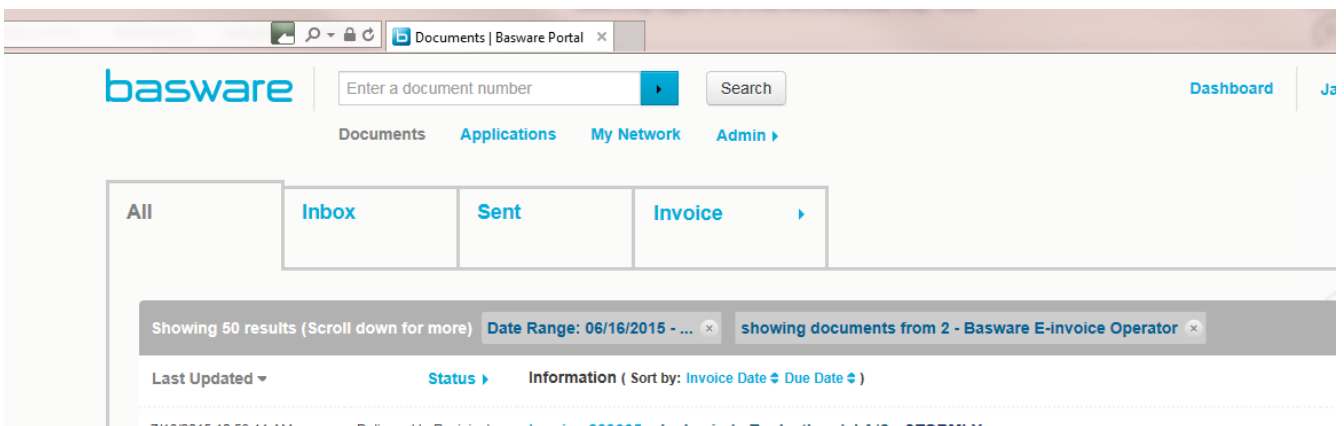


7. Enter your Username and Password, and click Log In.

B. Accessing the Basware Portal

Now you've registered for the PDF e-Invoice service, go to: <https://portal.basware.com/>. Enter your username and password you registered with. You will then be directed to the home screen. From here, you can check the status of invoices you have submitted to UPM-Kymmene Oyj.

(It's recommended to save the portal URL as a favourite in your web browser for easier access.)



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C. Unique Identifier

Before you can begin sending electronic invoices, you must confirm that you have completed your organisation details. To add the information to your Basware Portal account, click on your username in the top right corner and select 'My Organisation'.

In the next screen select edit and complete your company address details. You can enter your VAT number by selecting 'Add Organisation Identifier' under Organisation Identifiers.

From the dropdown, please select the **VAT** and enter your Business Number, numeric only. For example, 123456 instead of R123456.

The screenshot shows the 'Organisation's Identifiers' form. At the top, there is a dropdown for 'Organisation no.' with the value 'GB04071589'. A dropdown menu is open, showing various identifier types: -, VAT, DUNS, GLN, ISO 6523, Organisation no. (highlighted), ABN, TIN, IBAN, Y-TUNNUS, SIREN, STEUERNUMMER, Organisasjonsnummer, REGON, KRS, IPA, FISCALE, CIF, NIF, and Unknown. To the right, there are input fields for 'Contact Name' (Daniel Smith), 'Phone' (0845 671 1953), 'Fax', and 'Email' (anyname@basware.com). Below the email field, there is a checkbox labeled 'Use as the default contact email address in new documents' which is checked. A green link '» Additional Address Fields' is located below the checkbox. At the bottom left, there is a checkbox labeled 'Use This Address as the Delivery Address' which is unchecked.

You do not enter your banking information as payments are not handled via Basware at this time. Please make sure you save the changes by clicking "Save" at the bottom of the screen.

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D. Sending Invoices

Basware reads the invoices sent into the service electronically. Therefore, the PDF invoice cannot contain invoice data in image format. Please ensure all your invoices are in a **machine-readable PDF** format and are sent to the correct email address for UPM-Kymmene Oyj.

The email address can be found in section **F – Company Profile**.

To check if the data is machine readable:

1. Open the invoice you created.
2. Select one or more lines of invoice data using you mouse.
3. Copy the invoice data to clipboard.
4. Paste the invoice data into a word processing software, for example Notepad, TextEdit or WordPad.

	Unit Price	Net Amt			Unit Price	Net Amt	
410458648	40.00	378.40	7				
	438.00	438.00	€	410458648	40.00	378.40	7
					438.00	438.00	8

If there are strange characters in the text, please use different font and create the invoice again.

To send your PDF invoice:

1. Using your standard email client, create a new message addressed to one of the UPM-Kymmene Oyj email addresses. The subject line field can be left empty.
2. Attach your machine readable PDF invoice to the message.

Examples for invoice naming:



3. If you want to send invoice attachments attached to the email, please make sure you change the name of the attachment so that the word **attachment** is contained in the name.

Example for invoice attachment: **attachment_112233.pdf**, would appear like this:



Only PDF attachments are allowed. Any other kind of attachment is ignored.

Also, the name of PDF attachments that you are sending to UPM-Kymmene Oyj, should have **maximum 30 characters and cannot contain any empty spaces**.

If you send multiple attachments, **we suggest to send one invoice per email**.

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4. If you must send multiple PDF e-Invoices and attachments in a single email please follow the guidelines below:

- All the PDF attachments which are not invoices must have the keyword 'attachment' in their name
- Attachments are associated with a document PDF
 - Single e-invoice PDF case: all extra attachment pdfs are linked to the e-invoice pdf
 - Multiple document PDFs case: an extra attachment is linked to a document PDF if its name contains the name of the document PDF (without extension) - e.g. **document1.pdf** and **document1_attachment.pdf**
- The attachments are valid if:
 - At least one document pdf is present
 - All extra attachment pdfs are linked to a document pdf

Attachments	Valid	Rationale
<ul style="list-style-type: none"> • Invoice1.pdf • Invoice2.pdf • attachment_for_Invoice1.pdf • attachment_for_Invoice2.pdf 	YES	<ul style="list-style-type: none"> • there are 2 documents pdfs; Invoice1.pdf , Invoice2.pdf • there are 2 extra attachments, each one linked to a document pdf: <ul style="list-style-type: none"> - attachment_for_Invoice1.pdf -> Invoice1.pdf - attachment_for_Invoice2.pdf -> Invoice2.pdf
<ul style="list-style-type: none"> • Invoice1.pdf • Invoice2.pdf 	YES	<ul style="list-style-type: none"> • there are 2 document pdfs: Invoice1.pdf , Invoice2.pdf • no extra attachments
<ul style="list-style-type: none"> • document.pdf • first_attachment.pdf • second_attachment.pdf 	YES	<ul style="list-style-type: none"> • there is a single document pdf: document.pdf • there are 2 extra attachments that are linked automatically to the single document pdf: <ul style="list-style-type: none"> - first_attachment.pdf - second_attachment.pdf

- If the attachment policy is not followed the message will be rejected. The service will then send you a notification saying that your message has been rejected.
- Please perform the needed corrections and send the invoice again.

E. Invoice Content on invoices sent with PDF e-Invoice

Please ensure that the following information is included in your invoice prior to your email being sent. If one of the mandatory (M) field is empty, your invoice will be returned.

General Information	Field
Invoice number	M
Tax invoice/tax credit note (indicates if debit or credit invoice)	M
If credit note, reference to erroneous invoice	*
Doc Date (Invoice date)	M2

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Due Date (Valuta Due Date)	*
Delivery Date/ Date Of Delivery Month	*
Currency	M
Buyer Order Number	*
Buyer Reference	*
Contract Number	*
Customer Information	
Full name of customer	M
Full address of the customer	*
Receiver VAT number	*
Supplier Information	
Full name of the sender (Supplier Name)	P (M)
Full address of the sender (Supplier Address)	P (M)
Sender Vat ID (Supplier VAT ID)	P (M)
IBAN (bank account in IBAN format)	*
SWIFT (BIC)	*
Sender Bank Account (local format)	*
Payment Reference (Maksuviite, OCR nummer, KID nummer)	*
Line Items	
Row Number	*
Article ID of the goods or services	M1
Description/nature of the goods or services	M1
Quantity of the goods supplied or the extent and nature of the services rendered	*
Order Number	*
Price per unit (excluding VAT)	M
Total (NET)	M
Vat %	*
Vat amount	*
Total (Gross)	*
Any discounts or rebates, not included in the unit price	*
Discount amount	*
Unit of measure (UOM)	*
Delivery Note Number	*
Customer Product Code	*
Summary	
Net amount (VAT excluded)	M

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Gross amount (VAT included) ²	M
Freight	*
VAT rates applied	M
Break-down of the taxable amount (excluding VAT) per VAT rate or exemption	M
Break-down of the VAT amount per VAT rate or exemption	M
Total VAT amount payable (total VAT amount)	M
Rounding	*

P	Populated from the information supplier provides when registering into the service.
M	Mandatory. The invoice is rejected to the sender by e-mail, if the field is found empty.
M1	Mandatory. The invoice is rejected to the sender by email, if both of these fields are found empty.
M2	Mandatory. The invoice is rejected to the sender by email, if the date is not a valid calendar date.
*	Captured if this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format.
²	If Gross amount does not equal Net amount + Total VAT amount (+ Freight), the invoice is rejected to the sender.

F. Company Profile

[E-invoicing addresses](#)

G. Contact Information

If you wish more information of the UPM invoicing addresses, please visit the page: <http://www.upm.com/About-us/For-suppliers/Pages/Search%20Invoice-Address.aspx>

If you have questions for UPM-Kymmene Oyj, please email to contactfs@upm.com.

Here is more information on our service: <https://kb.basware.com/general-faq/basware-pdf-e-invoice-formerly-known-email-lite> .

If you have any questions on the Basware service, please email activation.services@basware.com or you can live chat with a Customer Care agent.

To live chat, please log into the portal (portal.basware.com) and click the "help" in the bottom right corner of the page.