



Dear Supplier,

We are constantly looking for ways to strengthen our collaboration and ensure that our payments will reach you in a timely and accurate manner.

Therefore, we would like to remind you about the invoice requirements and the mandatory information that you should provide with the invoice.

Information required on the invoices according to EU VAT directive:

- Date of issue
- Invoice reference number for identifying the invoice
- Supplier's full name & address, VAT identification number and/or Business ID
- Customer's full name & address, VAT identification number (if the customer is liable for the tax on the transaction)
- Description of quantity & type of goods supplied or type & extent of services rendered
- Date of delivery/service provided
- VAT rate applied
- VAT amount payable
- Breakdown of VAT amount payable by VAT rate or exemption
- Unit price of goods or services – exclusive of tax, discounts or rebates (unless included in the unit price)

Information required by Stora Enso to ensure faster invoice processing time:

- In case Stora Enso has issued a Purchase Order, the Purchase Order number should be used as a reference along with the related item number
- For non-Purchase Order invoices the correct buyer reference in a format of UPRN number and/or full name should be mentioned. UPRN number is a Unique Personnel Reference Number and is written in following format: UPRN 12345 John Smith
- Mutually agreed payment terms and due date
- Your bank account details
- Your contact details – phone number and a valid e-mail address

Please note that we are working towards implementing an automatic rejection process regarding invoices without the required information i.e. incorrect invoices can be returned to the sender in the future.

Having the accurate invoicing information available brings clear benefits for both Stora Enso and you as our supplier. It also minimizes the risk of extra administration and payment delays.

We thank you in advance for your compliance!

E-mail: FD.ServiceDesk@storaenso.com

Website: www.storaenso.com