

Wärtsilä Supplier Guide to E-invoicing

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Introduction

An e-Invoice is a form of invoice document which is created electronically via the Supplier's ERP, or software system and received by the Buyer's ERP system or Workflow Software without any necessity of manual processing. This process also ensures tax compliance through use of electronic signatures or end to end documentation of the invoice workflow.

Initial financial benefits of e-invoicing can be accrued through elimination of printing, mailing, scanning, processing and archiving costs. However, it should not be overlooked that electronic invoicing processes can also benefit your cash flow management, enable different areas for purchasing data analysis, improve invoice quality and lead to closer customer relations. Finally, adoption of electronic channels also contributes towards cutting your company's carbon footprint.

Wärtsilä is committed to increasing the volume of e-invoices received for all its global operations. Thus, we would like to urge our suppliers to adopt electronic invoicing for their transactions with all Wärtsilä Companies.

This document aims to help our suppliers in their implementation of e-invoicing towards Wärtsilä. Following chapters will outline Wärtsilä e-invoicing channels and how our suppliers can utilize them.

For any questions regarding this material or e-invoicing in Wärtsilä, please do not hesitate to contact our e-invoicing team at: invoice.e@wartsila.com

How to Send E-Invoices to Wärtsilä

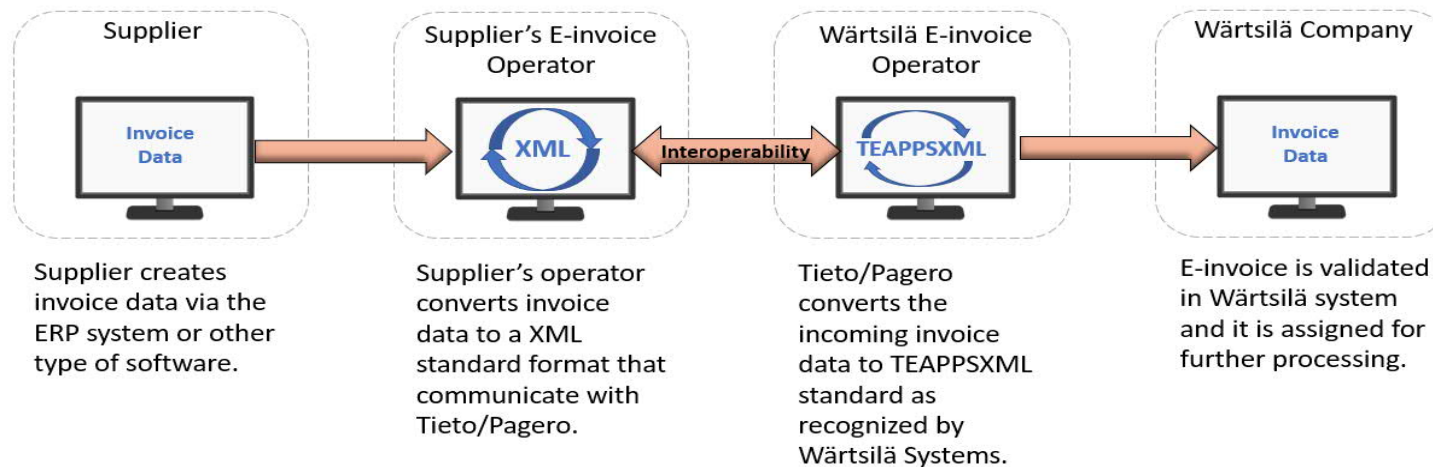
Option 1

Electronic invoices can be sent to Wärtsilä Companies via an e-invoice operator (VAN operator) or a bank utilized by the supplier. Invoice message should be directed to the e-invoice address of the Wärtsilä Company. The list of Wärtsilä Companies which accept e-invoices and their e-invoice addresses can be found under [Appendix A](#).

Our suppliers are free to choose the operator they would like to use when sending electronic invoices to Wärtsilä. Nevertheless, it should be noted that supplier's own operator or bank needs to have an interconnection agreement with Wärtsilä's own operator (Tieto/Pagero) before sending e-invoices through the operator network.

If suppliers wish to use **Tieto** as their e-invoice operator, more information can be obtained from the following email address regarding Tieto services: bix.servicedesk@tietoenvy.com

If suppliers wish to use **Pagero** as their e-invoice operator, more information can be obtained from the following Web link regarding Pagero services: <https://www.pagero.com/project-pages/wartsila/>

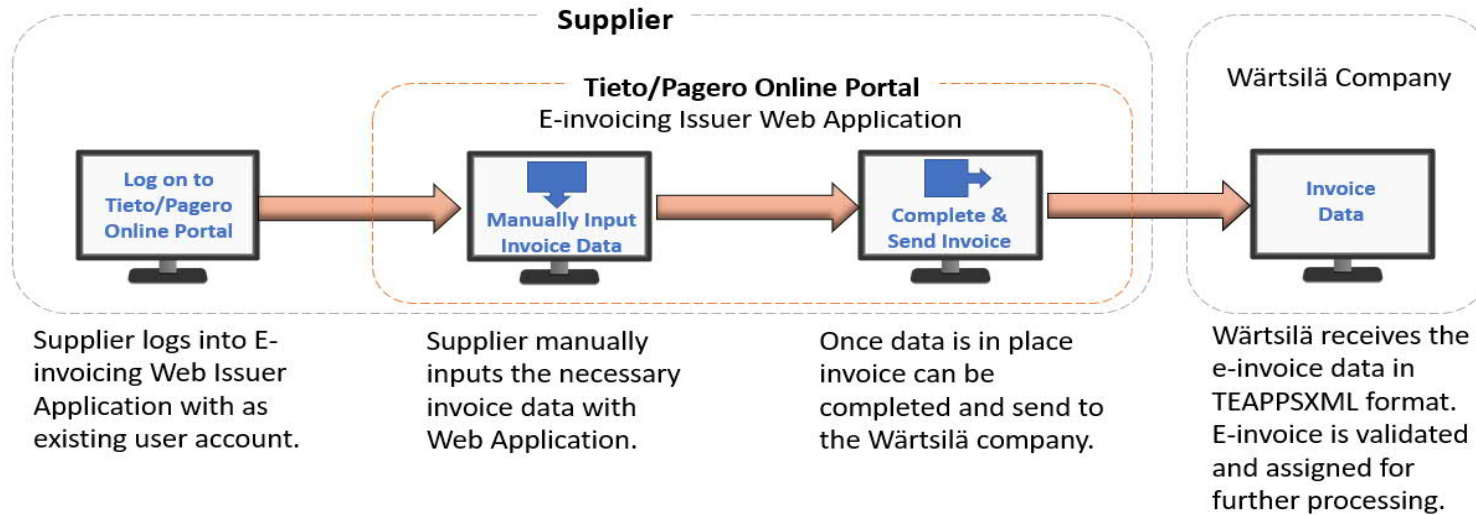


* Please note that our service providers/operators **Tieto** and **Pagero** offer a flexible and efficient **PEPPOL** connectivity service.

Option 2

Suppliers for whom it is not beneficial to use an operator for sending e-invoices, Wärtsilä offers free access to Tieto and Pagero online E-Invoicing Issuer Web Application. This is a special offer provided by our operators to Wärtsilä's partners and it allows issuing of e-invoices to Wärtsilä Companies free of charge.

Please be reminded that Wärtsilä Partner accounts can send e-invoices only to Wärtsilä Companies.



As per agreement between Wärtsilä to Tieto and Pagero, no set-up fee for E-Invoicing Web Issuer Application (Tieto) / Free Web Portal (Pagero) will be charged from Wärtsilä Partners if they choose to become a Tieto/Pagero customer.

Tieto: If you would like to use E-Invoicing Web Issuer Application to send free of charge e-invoices to Wärtsilä, please contact our electronic invoicing team at invoice.e@wartsila.com to register as a Wärtsilä Partner. For more information on becoming a Tieto customer to use E-Invoicing Web Issuer Application please contact: bix.servicedesk@tietoenvry.com

Pagero: If you would like to use E-Invoicing Web Portal to send free of charge e-invoices to Wärtsilä, please contact Pagero team at [Pagero web](#) to register as a Wärtsilä Partner. For more information on becoming a Pagero customer to use E-Invoicing Web Portal Application please contact: <https://www.pagero.com/project-pages/wartsila/>

Wärtsilä Invoice Requirements

In order to improve and assure the quality and efficiency of the Accounts Payable process, please ensure that you as a supplier follow and fulfil Wärtsilä's requirements for purchase invoices.

The purchase invoice has to contain the following data:

1. Correct, official Wärtsilä Company name and address = Company address (e.g. Wärtsilä Finland Oy including business unit / department)
2. Business unit
3. Correct Wärtsilä Company VAT number
4. Correct Supplier address and VAT number
5. Correct and valid Supplier bank account information
6. Correct references
 - Wärtsilä's contact person
 - Purchase order or cost object (cost center, order, network, WBS, shipment number)
7. Correct delivery address of the goods (to be mentioned if it is other than Wärtsilä Company address)
8. Purchase invoice shall also include:
 - Date and number of the invoice
 - Delivery number
 - Description of purchased goods / service
 - Correct price and quantity
 - In case of a freight purchase invoice, also consignee information must be mentioned
9. Additional requirements regarding intra EU deliveries
 - Net weight
 - Commodity code

NOTE! Purchase invoices with wrong or missing information will be returned to suppliers and this will cause delays in payments.

Appendix A

Service Provider/Operator	Operator ID
Tieto Corporation	003701011385

Service Provider/Operator	Operator ID
Pagero	003723609900

Wärtsilä Business Unit	Wärtsilä	Cou Old/Supplement Definitions	E-invoice Address	VAT Number
Wärtsilä Danmark A/S	Denmark		TEDK14281746	DK14281746
Wärtsilä Lyngsø Marine A/S	Denmark		TEDK63053112	DK63053112
Wärtsilä Svanebjerg A/S	Denmark		TEDK25895010	DK25895010
Keskinäinen kiinteistöosakeyhtiö Willen Tuvat	Finland		TE003721269930	FI21269930
Wärtsilä Corporation	Finland	Oyj	TE003701286311	FI01286311
Wärtsilä Development & Financial Services Oy	Finland		TE003711037773	FI11037773
Wärtsilä Finland Oy - Administration	Finland	Communication s, HR, Finance	TE00370773744300	FI07737443
Wärtsilä Finland Oy - Delivery Centre Vaasa	Finland	Engine, WIO, PowerTech, DCV	TE00370773744303	FI07737443
Wärtsilä Finland Oy - Energy Business	Finland	Power Plants	TE00370773744304	FI07737443
Wärtsilä Finland Oy - Funa	Finland		TE00370773744306	FI07737443
Wärtsilä Finland Oy - Marine Business	Finland	Ship Power	TE00370773744301	FI07737443

Wärtsilä Finland Oy - Research & Development	Finland	Technology, PCE, Ecotech, R&D	TE00370773744305	FI07737443
Wärtsilä Finland Oy - Services	Finland		TE00370773744302	FI07737443
Wärtsilä Finland Oy - Smart Technology Hub	Finland		TE00370773744307	FI07737443
Wärtsilä Finland Oy - Voyage	Finland		TE00370773744308	FI07737443
Wärtsilä Projects Oy	Finland		TE003725085581	FI25085581
Wärtsilä Solutions Oy	Finland		TE003725085629	FI25085629
Wärtsilä Technology Oy	Finland		TE003707742066	FI07742066
Wilhelm Wahlforss Stiftelse sr	Finland		TE003715767589	FI15767589
Wärtsilä Deutschland GmbH Wärtsilä Deutschland GmbH (PEPPOL)	Germany		DE118603561 9930: DE118603561	DE118603561 DE118603561
Wärtsilä Sam Electronics GmbH.	Germany		TEDE813811359	DE813811359
Quantiparts B.V.	Netherlands		TENL854999966B01	NL854999966B01
Wärtsilä Netherlands B.V.	Netherlands		TENL001449679B01	NL001449679B01

Wärtsilä Gas Solutions Norway AS	Norway		TENO985958165	NO985958165
Wärtsilä Moss AS	Norway		TENO985958246	NO985958246
Wärtsilä Norway AS	Norway		TENO940193575	NO940193575
Wärtsilä Valmarine AS	Norway		TENO977040329	NO977040329
Wärtsilä Polska SP Z O O (PEPPOL)	Poland		9945: PL9570419574	PL9570419574
Wärtsilä Sweden AB			TE0007556046955201	SE556046955201
Wärtsilä Sweden AB (PEPPOL)	Sweden		0007:556046955201	SE556046955201
Wärtsilä Services Switzerland GLS	Switzerland	Wärtsilä Global Logistics Services	TENL823958371B01	NL823958371B01
Wärtsilä Services Switzerland Ltd	Switzerland		TECH229218	CHE454062197
Wärtsilä UK Ltd.	United Kingdom		TEGB107305311	GB107305311
Wärtsilä Water Systems Ltd	United Kingdom		TEGB834875785	GB834875785

Wärtsilä Business Unit	Wärtsilä Country	Old/Supplement Definitions	E-invoice Address	VAT Number
Wärtsilä Australia Pty Ltd Wärtsilä Australia Pty Ltd (PEPPOL)	Australia		ABN38003736892 0151:38003736892	ABN 38 003 736 892 ABN 38 003 736 892
Wärtsilä Canada Inc.	Canada		12791 8084 RT0001	GST 12791 8084RT0001
Wärtsilä Ibérica S.A.	Spain		ESA48231401	ESA48231401
Wärtsilä France SAS Wärtsilä France SAS (PEPPOL)	France		FR38946650686 9957:38946650686	FR38946650686 FR38946650686
Wärtsilä India Private Ltd.	India		27940300131V	27940300131V
Wärtsilä Singapore Pte. Ltd. Wärtsilä Singapore Pte. Ltd. (PEPPOL)	Singapore		M2-0043500-1 0195:SGUEN198102876E	M2-0043500-1 M2-0043500-1
Wärtsilä North America Inc.	USA		52-2274798	52-2274798