

Details of sending PDF e-invoices

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Company Addresses – where to send your documents

Please use the following email addresses when sending PDF-invoices to UPM-KYMMENE OYJ.

Company Unit	E-invoice address	E-mail address
Blandin Paper Company	00600061589431001	blandin.paper@email.basware.com
EEVG Entsorg. und Energie	00603021704368651	eevg@email.basware.com
Gebrüder Lang GmbH Papierfabrik	00601290925651125	gebruder.gmbh@email.basware.com
Madison Paper Industries	00600031236298676	madison.paper@email.basware.com
Rhein (MD) Papier GmbH	00601876501071124	md.gmbh@email.basware.com
Mylykoski Corporation GmbH	00602003237441121	mylykoski.gmbh@email.basware.com

Mylykoski Oyj	003701631883	mylykoski@email.basware.com
Nordland Papier GmbH	00603156291051008	nordland.papier@email.basware.com
NorService GmbH, UPM Biocomposites	00603174560363510	norservice.biocomposites@email.basware.com
NorService GmbH	00603195344001202	norservice@email.basware.com
Nortrans Speditionsgesellschaft mbH	00603172117797103	nortrans@email.basware.com
Rhein Papier GmbH, Hürth	00602152708111122	rhein.gmbh@email.basware.com
Rhein Papier GmbH, Plattling	00602152708111122504	rhein.papier@email.basware.com
STAG-Wasserkraft GmbH	00603004767641204	stag.wasserkraft@email.basware.com
Steyrermühl Sägewerks GmbH Nfg KG	00603039673761205	steyrermuehl.saegewerks@email.basware.com

Steyrermühl Sägewerks GmbH Nfg KG, Wood and Biomass Sourcing CE	00603039673761402	steyrermuhl.biomass@email.basware.com
Steyrermühl Sägewerks GmbH Nfg KG	00603039673761205	steyrermuhl.sagewerks@email.basware.com
UPM AG	00604807596952001	upm.ag@email.basware.com
UPM Specialty Papers Oy, Jämsänkoski	003727606408553	upm.asia.jamsankoski@email.basware.com
UPM Specialty Papers Oy, Tervasaari	003727606408118	upm.asia.tervasaari@email.basware.com
UPM Specialty Papers, global Function, Helsinki	003727606408557	upm.asia@email.basware.com
UPM GmbH, Werk Augsburg	00603150451381017	upm.augsburg@email.basware.com
UPM GmbH Wood and Biomass Sourcing CE	00603150451381468	upm.biomass@email.basware.com

UPM France SAS Chapelle	00602700367211103	upm.chapelle@email.basware.com
UPM Communication Papers Oy, Jämsänkoski ja Kaipola	003727606416107	upm.ena.jok@email.basware.com
UPM Communication Papers Oy, Kaukas	003727606416111	upm.ena.kaukas@email.basware.com
UPM Communication Papers Oy, Kymi	003727606416554	upm.ena.kymi@email.basware.com
UPM Communication Papers Oy, Rauma	003727606416117	upm.ena.rauma@email.basware.com
UPM Communication Papers Oy, Global Function, Helsinki	003727606416556	upm.ena@email.basware.com
UPM Energy Oy	003727606395552	upm.energy@email.basware.com
UPM France SAS LevalloisPerret	00602951680465608	upm.etablissement@email.basware.com

UPM-Kymmene Oyj, Forest	0037104109006001	upm.forest@email.basware.com
UPM-Kymmene Grundbesitz GmbH & Co. KG	00603318191647010	upm.grundbesitz@email.basware.com
UPM Kft.	00604013272912023	upm.kft@email.basware.com
UPM-Kymmene AB	00603540664092004	upm.kymmene.ab@email.basware.com
UPM-Kymmene A/S	00603052455812006	upm.kymmene.as@email.basware.com
UPM-Kymmene Austria GmbH	00603002930571020	upm.kymmene.austria@email.basware.com
UPM-Kymmene Beteiligungs GmbH	00603159723647727	upm.kymmene.beteiligungs@email.basware.com
UPM-Kymmene Oyj, UPM Biocomposites	0037106473344000	upm.kymmene.biocomposites@email.basware.com

UPM-Kymmene Oyj Biofuels	0037104109007782	upm.kymmene.biofuels@email.basware.com
UPM-Kymmene Oyj LPR Biorefinery	0037104109007783	upm.kymmene.biorefinery@email.basware.com
UPM-Kymmene B.V.	00604020262642013	upm.kymmene.bv@email.basware.com
UPM-Kymmene (UK) Caledonian Paper Ltd,	00602988993781002	upm.kymmene.caledonianpaper@email.basware.com
UPM-Kymmene Oyj, Konsernihallinto/Head Quarters	00371041090011144	upm.kymmene.hq@email.basware.com
UPM-Kymmene Inc.	00600018253062010	upm.kymmene.inc@email.basware.com
UPM-Kymmene Oyj, Kaukas Pulp Mill	0037104109001006	upm.kymmene.kaukas@email.basware.com
UPM-Kymmene Oyj, Kymi	00371041090011116	upm.kymmene.kymi@email.basware.com

UPM-Kymmene NV	00602829677852009	upm.kymmene.nv@email.basware.com
UPM-Kymmene Oyj, Pietarsaari	0037104109001014	upm.kymmene.pietarsaari@email.basware.com
UPM Raflatac (UK) Ltd	00602131084343507	upm.kymmene.raflatac@email.basware.com
UPM-Kymmene Oyj, Rauma	0037104109001010	upm.kymmene.rauma@email.basware.com
UPM-Kymmene Oyj Kiinteistöt/Real Estates	00371041090017101	upm.kymmene.realestates@email.basware.com
UPM-Kymmene Oyj, Research Center	00371041090011901	upm.kymmene.researchcenter@email.basware.com
UPM-Kymmene S.A.	00604620355452014	upm.kymmene.sa@email.basware.com
UPM Logistics	00371041090011244	upm.kymmene.seaways@email.basware.com

UPM-Kymmene (UK) Ltd, Shotton Paper	00602896780211002	upm.kymmene.shottonpaper@email.basware.com
UPM-Kymmene Sp. z o.o.	00604222791582015	upm.kymmene.sp@email.basware.com
UPM-Kymmene S.r.l.	00604396455162016	upm.kymmene.srl@email.basware.com
UPM-Kymmene (UK) Ltd	00602896780211164	upm.kymmene.uk@email.basware.com
UPM-Kymmene Otepää OÜ	EE100621732	upm.otepaa@email.basware.com
UPM Asia Pacific Pte Ltd	M2009150462021	upm.paper.singapore@email.basware.com
UPM Wood Materials SAS	FR87824010078566	upm.plywood@email.basware.com
UPM Pulp Sales Oy	0037209607892109	upm.pulp@email.basware.com

UPM-Kymmene Raflatac Pty. Ltd.	00607534131943522	upm.raflatac.australia@email.basware.com
UPM Raflatac Iberica S.A.	00604647761603504	upm.raflatac.iberica@email.basware.com
UPM Raflatac, Inc.	00601216928753518	upm.raflatac.inc@email.basware.com
UPM Raflatac SAS	FR23824007470309	upm.raflatac.nancy@email.basware.com
UPM Raflatac South Africa (Pty) Ltd.	00605389106373521	upm.raflatac.pty@email.basware.com
UPM Raflatac (S) Pte Ltd	00602946771863517	upm.raflatac.singapore@email.basware.com
UPM Raflatac Sp. z o.o.	00604224512603513	upm.raflatac.sp@email.basware.com
UPM Raflatac Oy	0037106473343501	upm.raflatac@email.basware.com
UPM Sähkösiirto Oy	0037164326687756	upm.sahkonsiirto@email.basware.com
UPM-Kymmene Pty. Ltd.	00334814281772011	upm.sales.australia@email.basware.com

UPM Sales GmbH	00603169562422017	upm.sales.gmbh@email.basware.com
UPM-Kymmene (HK) Ltd.	00336661502024	upm.sales.hongkong@email.basware.com
UPM Sales Oy	0037243053352042	upm.sales@email.basware.com
UPM GmbH, Werk Schongau	00603150451381266	upm.schongau@email.basware.com
UPM GmbH, Werk Schwedt	00603150451381267	upm.schwedt@email.basware.com
UPM Seven Seas Oy Procurement	0037013457807800	upm.sevenseas.procurement@email.basware.com
UPM Silvesta Oy	00370827144616412	upm.silvesta@email.basware.com
UPM-Kymmene Oyj, Timber	00371041090014416	upm.timber@email.basware.com
UPM-Kymmene Plywood Oy	00371839206515201	upm.wood@email.basware.com
UPM Wood Materials (UK) Ltd	005693706695302045	upm.woodmaterials.uk@email.basware.com
UPM Raflatac S.r.l.	UPM3538495	upmraflatac.srl@email.basware.com
UPM-Kymmene (HK) Ltd.	336661502024	upm.sales.hongkong@email.basware.com

UPM BC GmbH	00603258904387840	upm.bc@email.basware.com
UPM-Kymmene Oyj, Pulp Administration	003710410900582	upm.kymmene.pulp.admin@email.basware.com

Mandatory content requirements for PDF-invoices

Please ensure that the following information is included in your PDF-invoice prior to your email being sent. If one mandatory field (M) is found 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
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
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.

To know more about content requirements and other useful information please open the following link to the [Supplier Kit](#) which provides a more in-depth approach to sending PDF documents to UPMKymmene Oyj.