How to invoice Essity

Instruction for suppliers

General requirements

- Essity primarily receives invoices via e-invoicing or via the method legally required in each country
- Accepted formats **PDF** and **XML**
- Your invoice should only be submitted **once** to the correct e-mail address
    - Please select the correct email address here
- Send ONE invoice per PDF
- One invoice can have multiple pages
- Multiple invoices on multiple PDFs can be submitted in one single e-mail

Include below information on your invoice

On Header Level

- ❑ Essity legal entity, address (VAT number if apl.)
- ❑ Document date & name
- ❑ Vendor name, address (VAT number if apl.)
- ❑ Essity reference person
- ❑ Purchase Order number
- ❑ Invoice number and date
- ❑ Payment terms & due date
- ❑ Bank details – IBAN, SWIFT, bank account, Swedish bankgiro etc. (if apl.)
- ❑ Invoice currency
- ❑ Total invoice amount
- ❑ Net amount (if apl.)
- ❑ VAT amount & VAT % (if apl.)

On Item Level

- ❑ Line item number
- ❑ Detailed information about invoiced goods and / or service
- ❑ Quantity & order unit
- ❑ Net unit price & currency
- ❑ Total line item amount
- ❑ Item delivery date
- ❑ Delivery note number