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 <u>here</u>
- 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 ent

- 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

