



Invoicing Guidance for Suppliers

Invoice content requirements / Invoice delivery / Invoicing addresses

October 2023

Invoice content requirements

To ensure smooth invoice processing please include all **mandatory content*** information in your invoice.

Use the checklist below before sending your invoice to Metsä.

All information needed for invoicing can be found on purchase order that Metsä has issued to you.

- | | |
|--|--|
| ✓ Supplier's name and Supplier's VAT identification number | ✓ Purchase order number |
| ✓ Supplier's contact person and contact information | ✓ Purchase order item number, material code and description |
| ✓ Supplier's bank account (SWIFT and IBAN) | ✓ Quantity, unit, unit price and Net value |
| ✓ Invoice number and invoice date of issue | ✓ Delivery date/invoicing period and possible delivery note |
| ✓ Metsä's Company name and Metsä's VAT identification number | ✓ Agreed terms of payment |
| ✓ Metsä's Invoicing address and Delivery address | ✓ Currency (+exchange rate if not invoiced in home currency) |
| ✓ Metsä's contact person | ✓ Tax base, Gross value |
| | ✓ Comment if relevant (e.g., partial invoice) |

It is advised not to combine several purchase orders in one invoice.

** with respect to legal requirements valid in specific country*

Invoice delivery

PDF e-invoice

Invoice sent via email.
Supplier registration
required.

To register contact:
eInvoicing@metsagroup.com

Machine readable PDF
invoices delivered.

E-invoice

Invoice sent via
e-invoicing address.

Check
e-invoice address
in Invoicing addresses list.

Invoice sent from supplier
to Metsä operator.

Invoice creation in Supplier Portal

Invoice data to be filled in
information fields in Portal.
Supplier registration
required.

To register contact:
SupplierPortal.support
@metsagroup.com

Invoice image is created
based on provided
information.

Paper invoice

Paper invoices sent to
postal addresses.

Check postal address in
Invoicing addresses list.

Invoices delivered via
postal services.

Metsä Group invoicing addresses

If you have any questions regarding invoicing, please contact our Metsä Group financial service desk: invoicing@metsagroup.com.

E-invoice operator for all companies is Basware BAWCFI22 / 003705925424/.

Metsäliitto Cooperative

Metsäliitto Cooperative

Group Services

Name

PL 3710

02020 Metsä

E-invoice address:

0037011630043710

VAT ID:

FI01163004

PDF-invoice:

header.mg.3710@email.basware.com

Other

Metsä Group Services SP. z.o.o

Name

018A3G004

Aleje Jerozolimskie, 132-136,

Eurocentrum Office Complex, piętro 11, wieża

Delta

02-305 Warszawa

E-invoice address:

5252514913

VAT ID:

PL5252514913

PDF-invoice:

header.mg.4675@email.basware.com

Metsä Forest

Metsäliitto Cooperative

Metsä Forest

Name / piiri

PL 5

02020 Metsä

E-invoice address:

003701163004

VAT ID:

FI01163004

PDF-invoice:

header.mg.3680@email.basware.com

Metsä Forest Sverige AB

Name

FE 858

105 69 Stockholm

E-invoice address:

00075565942991

VAT ID:

SE556594299101

PDF-invoice:

header.mg.9651@email.basware.com



Metsä Group invoicing addresses

Metsä Board

Metsä Board Oyj

Central administration

Name

PL 1900

02020 Metsä

E-invoice address:

0037063536671900

VAT ID:

FI06353667

PDF-invoice:

header.mg.19000@email.basware.com

Metsä Board Oyj

Joutseno CTMP mill

Name

PL 1036

02020 Metsä

E-invoice address:

0037063536671036

VAT ID:

FI06353667

PDF-invoice:

header.mg.10360@email.basware.com

Metsä Board Oyj

Kaskinen CTMP mill

Name

PL 1037

02020 Metsä

E-invoice address:

0037063536671037

VAT ID:

FI06353667

PDF-invoice:

header.mg.10370@email.basware.com

Metsä Board Oyj

Simpele

Name

PL 1080

02020 Metsä

E-invoice address:

0037063536671080

VAT ID:

FI06353667

PDF-invoice:

header.mg.10800@email.basware.com

Metsä Board Oyj

Kemi

PL 1063

Name

02020 Metsä

E-invoice address:

0037063536671063

VAT ID:

FI06353667

PDF-invoice:

header.mg.10630@email.basware.com

Metsä Board Oyj

Äänekoski

Name

PL 1040

02020 Metsä

E-invoice address:

0037063536671040

VAT ID:

FI06353667

PDF-invoice:

header.mg.10400@email.basware.com

Metsä Board Oyj

Tako

Name

PL 1045

02020 Metsä

E-invoice address:

0037063536671045

VAT ID:

FI06353667

PDF-invoice:

header.mg.10450@email.basware.com

Metsä Board Oyj

Kyro Board

Name

PL 1050

02020 Metsä

E-invoice address:

0037063536671050

VAT ID:

FI06353667

PDF-invoice:

header.mg.10500@email.basware.com

Metsä Board Oyj

Kyron Voimalaitos

Name

PL 1050

02020 Metsä

E-invoice address:

0037063536671050

VAT ID:

FI06353667

PDF-invoice:

header.mg.10500@email.basware.com



Metsä Group invoicing addresses

Metsä Board

Metsa Board (Middle East & Africa) Ltd

Name

PO Box: 383 post office: Blg 12

Vantage Point Business Village

Mitcheldean

GL14 9GD

United Kingdom

E-invoice address:

CY10098712M

VAT ID:

CY10098712M

PDF-invoice:

header.mg.1175@email.basware.com

Metsa Board Iberia S.A.

Name

TSA 40329

94510 Rungis Cedex

France

E-invoice address:

ESA80944333

VAT ID:

ESA80944333

PDF-invoice:

header.mg.1941@email.basware.com

Metsa Board Turkey Karton

Name

Ticaret Limited Şirketi

Esentepe Mah. Ali Kaya Sk. Polat Plaza B Blok

No:1/1 69 34394 Şişli, İstanbul

Turkey

E-invoice address:

6201256016

VAT ID:

6201256016

PDF-invoice:

Header.mg.1934@email.basware.com

Metsä Board Polska Sp. Z.o.o

Name

Postal address not available

E-invoice address:

PL5260151997

VAT ID:

PL5260151997

PDF-invoice:

header.mg.1926@email.basware.com

Metsä Board NL Holding B.V.

Name

PO Box: 5025

post office: 5800

GA VENRAY

Maasheseweg 85 Venray

E-invoice address:

NL003181935B01

VAT ID:

PDF-invoice:

header.mg.1380@email.basware.com

Metsä Board France S.A.S

Name

TSA 10263

94157 RUNGIS CEDEX

France

E-invoice address:

FR32662001759

VAT ID:

FR32662001759

PDF-invoice:

header.mg.1933@email.basware.com

Metsä Board Deutschland GmbH

Name

PO Box 2508

12678 Berlin

Germany

E-invoice address:

DE811842489

VAT ID:

DE231686737

PDF-invoice:

header.mg.1931@email.basware.com

Metsä Board Benelux n.v./s.a.

Name

PO Box 19

1930 Zaventem

Belgium

E-invoice address:

BE0451292597

VAT ID:

BE0451292597

PDF-invoice:

header.mg.1949@email.basware.com



Metsä Group invoicing addresses

Metsä Board

Metsa Board (Middle East & Africa) Ltd

Name

Old Golf Course, Fishtoft Road

PE21 0BJ

Boston

United Kingdom

E-invoice address:

GB239737329

VAT ID:

GB271613515

PDF-invoice:

header.mg.1932@email.basware.com

Metsä Board Americas Corporation

Name

PO Box 42577

Indianapolis

IN 46241

United States of America

E-invoice address:

132938478

VAT ID:

PDF-invoice:

X

Metsä Board Sverige AB

Name

FE 859

105 69 Stockholm

Sweden

E-invoice address:

00075565858866

VAT ID:

SE556585886601

PDF-invoice:

header.mg.5011@email.basware.com

Husum Pulp Ab

Name

FE 314

10777 Stockholm

Sweden

E-invoice address:

00075592735004

VAT ID:

SE559273500401

PDF-invoice:

header.mg.5060@email.basware.com

Metsä Tissue

Metsä Tissue Oyj

Name

PL 1445

02020 Metsä

E-invoice address:

003718678311

VAT ID:

FI18678311

PDF-invoice:

header.mg.1445@email.basware.com

Metsä Tissue AB

Name

FE 810

10569 Stockholm

Sweden

E-invoice address:

00075562723675

VAT ID:

SE556272367501

PDF-invoice:

header.mg.1451@email.basware.com

Metsä Tissue AS

Name

FE 720

10776 Stockholm

Sweden

E-invoice address:

NO913524683MVA

VAT ID:

NO913524683MVA

PDF-invoice:

header.mg.1456@email.basware.com

Metsä Tissue A/S

Name

FE 719

10776 Stockholm

Sweden

E-invoice address:

DK50629414

VAT ID:

DK50629414

PDF-invoice:

header.mg.1458@email.basware.com



Metsä Group invoicing addresses

Metsä Tissue

Metsä Tissue Ltd

Name

PO Box: 383 post office: Blg 12
Vantage Point Business Village
Mitcheldean
GL14 9GD
United Kingdom

E-invoice address:

GB644190837

VAT ID:

GB123348926

PDF-invoice:

header.mg.1470@email.basware.com

Metsä Tissue Hungary Kft

Name

Rozália Ipari Park 6
2051 Biatorbágy
Hungary

E-invoice address:

HU12169409

VAT ID:

HU12169409

PDF-invoice:

header.mg.1480@email.basware.com

Metsä Tissue Immobilienverwaltungs GmbH

Name

PO Box 2509
12678 Berlin
Germany

E-invoice address:

DE812618109

VAT ID:

DE812618109

PDF-invoice:

header.mg.1485@email.basware.com

Metsä Greaseproof Papers GmbH

Name

PO BOX 2511
12678 Berlin
Germany

E-invoice address:

DE8127941491499

VAT ID:

DE343114451

PDF-invoice:

header.mg.1499@email.basware.com

Metsä Tissue Czech s.r.o.

Name

Na Strži 1702/65
14000 Praha
Česká republika

E-invoice address:

CZ27226166

VAT ID:

CZ24171654

PDF-invoice:

header.mg.1481@email.basware.com

Metsä Tissue Slovakia s.r.o.

Name

Celulózka 3494
011 61 Žilina
Slovakia

E-invoice address:

SK2020097596

VAT ID:

SK2020097596

PDF-invoice:

header.mg.1479@email.basware.com

Metsä Tissue Krapkowice Sp. zoo

Name

018A3G004
Aleje Jerozolimskie, 132-136,
Eurocentrum Office Complex, piętro 11, wieża
Delta
02-305 Warszawa

E-invoice address:

PL5252468691

VAT ID:

PL5252468691

PDF-invoice:

header.mg.1443@email.basware.com

Metsä Tissue GmbH

Tehdas/ Name

PO Box 2504
12678 Berlin
Germany

E-invoice address:

DE812794149

VAT ID:

DE812794149

PDF-invoice:

header.mg.1496@email.basware.com



Metsä Group invoicing addresses

Metsä Wood

Metsäliitto Cooperative

Metsä Wood, Punkaharju birch plywood mill

Name

PL 4601

02020 Metsä

E-invoice address:

0037011630044601

VAT ID:

FI01163004

PDF-invoice:

header.mg.4601@email.basware.com

Metsäliitto Cooperative

Metsä Wood, Suolahti birch plywood mill

Name

PL 4602

02020 Metsä

E-invoice address:

0037011630044602

VAT ID:

FI01163004

PDF-invoice:

header.mg.4602@email.basware.com

Metsäliitto Cooperative

Metsä Wood, Kerto Lohja

Name

PL 4604

02020 Metsä

E-invoice address:

0037011630044604

VAT ID:

FI01163004

PDF-invoice:

header.mg.4604@email.basware.com

Metsäliitto Cooperative

Metsä Wood, Kerto Äänekoski

PL 4666

02020 Metsä

E-invoice address:

0037011630044666

VAT ID:

FI01163004

PDF-invoice:

header.mg.4666@email.basware.com

Metsäliitto Cooperative

Metsä Wood, Suolahti softwood plywood mill

Name

PL 4605

02020 Metsä

E-invoice address:

0037011630044605

VAT ID:

FI01163004

PDF-invoice:

header.mg.4605@email.basware.com

Metsäliitto Cooperative

Metsä Wood, Kerto Punkaharju

Name

PL 4607

02020 Metsä

E-invoice address:

0037011630044607

VAT ID:

FI01163004

PDF-invoice:

header.mg.4607@email.basware.com

Metsäliitto Cooperative

Metsä Wood, Äänekoski

Name

PL 4644

02020 Metsä

E-invoice address:

0037011630044644

VAT ID:

FI01163004

PDF-invoice:

header.mg.4644@email.basware.com

Metsäliitto Cooperative

Metsä Wood, Distribution Center

Name

PL 4660

02020 Metsä

E-invoice address:

0037011630044660

VAT ID:

FI01163004

PDF-invoice:

header.mg.4660@email.basware.com



Metsä Group invoicing addresses

Metsä Wood

Metsäliitto Cooperative

Metsä Wood, Central Administration

Name

PL 6500

02020 Metsä

E-invoice address:

0037011630046500

VAT ID:

FI01163004

PDF-invoice:

header.mg.6500@email.basware.com

Metsäliitto Cooperative

Punkaharjun voimalaitos

Name

PL 4662

02020 Metsä

E-invoice address:

0037011630044662

VAT ID:

FI01163004

PDF-invoice:

header.mg.4662@email.basware.com

Metsä Wood Eesti AS

Kase tn 17

80047 Pärnu

Estonis

E-invoice address:

14082970

VAT ID:

EE101902049

PDF-invoice:

header.mg.4646@email.basware.com

Metsä Wood Schweiz AG

Name

PO Box 2502

12678 Berlin

Germany

E-invoice address:

CH141936

VAT ID:

CHE102505671

PDF-invoice:

header.mg.1948@email.basware.com

Metsä Wood Holland B.V.

Name

PO Box: 5070, post office: 5800

GB VENRAY,

Maasheseweg 85 Venray

E-invoice address:

NL805708650B01

VAT ID:

NL805708650B01

PDF-invoice:

header.mg.4639@email.basware.com

Metsä Wood Deutschland GmbH

Name

PO Box 2503

12678 Berlin

Germany

E-invoice address:

DE114420375

VAT ID:

DE114420375

PDF-invoice:

header.mg.4690@email.basware.com

Metsä Wood USA Inc

Name

PO Box 421104

Indianapolis

IN 46241

United States of America

E-invoice address:

382958024

VAT ID:

PDF-invoice:

X

Metsä Wood UK Ltd

Name

PO Box: 383 post office: Blg 12

Vantage Point Business Village

Mitcheldean

GL14 9GD

United Kingdom

E-invoice address:

GB662898089

VAT ID:

GB272609984

PDF-invoice:

header.mg.4624@email.basware.com



Metsä Group invoicing addresses

Metsä Fibre

Metsä Fibre Oy

Central administration

Name

PL 33

02020 Metsä

E-invoice address:

0037079141631000

VAT ID:

FI07914163

PDF-invoice:

header.mg.YHT@email.basware.com

Metsä Fibre Oy

Joutseno mill

Name

PL 33

02020 Metsä

E-invoice address:

0037079141632000

VAT ID:

FI07914163

PDF-invoice:

header.mg.2000@email.basware.com

Metsä Fibre Oy

Kemi mill

Name

PL 33

02020 Metsä

E-invoice address:

0037079141634000

VAT ID:

FI07914163

PDF-invoice:

header.mg.4000@email.basware.com

Metsä Fibre Oy

Kemi Bioproduct

Name

PL 33

02020 Metsä

E-invoice address:

0037079141634900

VAT ID:

FI07914163

PDF-invoice:

header.mg.4900@email.basware.com

Metsä Fibre Oy

Rauma mill

Name

PL 33

02020 Metsä

E-invoice address:

0037079141635000

VAT ID:

FI07914163

PDF-invoice:

header.mg.5000@email.basware.com

Metsä Fibre Oy

Bioproduct

Name

PL 33

02020 Metsä

E-invoice address:

0037079141636900

VAT ID:

FI07914163

PDF-invoice:

header.mg.6900@email.basware.com

Metsä Fibre GmbH

Name

Postfach 2501

12678 Berlin

Germany

E-invoice address:

DE169095695

VAT ID:

DE169095695

PDF-invoice:

header.mg.1680@email.basware.com



Metsä Group invoicing addresses

Metsä Fibre Sawmills

Metsä Fibre Oy

Lappeenranta sawmill

Name

PL 1880

02020 Metsä

E-invoice address:

0037079141631880

VAT ID:

FI07914163

PDF-invoice:

header.mg.1880@email.basware.com

Metsä Fibre Oy

Merikarvia sawmill

Name

PL 1882

02020 Metsä

E-invoice address:

0037079141631882

VAT ID:

FI07914163

PDF-invoice:

header.mg.1882@email.basware.com

Metsä Fibre Oy

Vilppula sawmill

Name

PL 1884

02020 Metsä

E-invoice address:

0037079141631884

VAT ID:

FI07914163

PDF-invoice:

header.mg.1884@email.basware.com

Metsä Fibre Oy

Renko sawmill

Name

PL 1885

02020 Metsä

E-invoice address:

0037079141631885

VAT ID:

FI07914163

PDF-invoice:

header.mg.1885@email.basware.com

Metsä Fibre Oy

Sawmill Management

Name

PL 1886

02020 Metsä

E-invoice address:

0037079141631886

VAT ID:

FI07914163

PDF-invoice:

X

Metsä Fibre Oy

Svir Trading

Name

PL 1887

02020 Metsä

E-invoice address:

0037079141631887

VAT ID:

FI07914163

PDF-invoice:

header.mg.1887@email.basware.com

Metsä Fibre Oy

Rauma sawmill

Name

PL 1888

02020 Metsä

E-invoice address:

0037079141631888

VAT ID:

FI07914163

PDF-invoice:

header.mg.1888@email.basware.com



Metsä Group invoicing addresses

Other

Lohjan Biolämpö Oy

Name
PL 2182
02020 Metsä

E-invoice address: 003723990596
VAT ID: FI01169393
PDF-invoice: header.mg.2182@email.basware.com

Ääneverkko Oy

Name
PL 2174
02020 Metsä

E-invoice address: 0037100743372174
VAT ID: FI10074337
PDF-invoice: header.mg.2174@email.basware.com

Metsä Board International Oy

Name
PL 1907
02020 Metsä

E-invoice address: 0037011693931907
VAT ID: FI01169393
PDF-invoice: header.mg.1907@email.basware.com

Oy Silva Shipping Ab

Name
PL 1812
02020 Metsä

E-invoice address: 0037017852091812
VAT ID: FI01785209
PDF-invoice: X

Metsä Group

Treasury Oy
Name
PL 1909
02020 Metsä

E-invoice address: 0037108315371909
VAT ID: FI10831537
PDF-invoice: header.mg.1904@email.basware.com

Kumpuniemen Voima Oy

Name
PL 2185
02020 Metsä

E-invoice address: 003708359798
VAT ID: FI08359798
PDF-invoice: header.mg.2185@email.basware.com

MI Demo Oy

Name
PL 2060
02020 Metsä

E-invoice address: 003729439164
VAT ID: FI29439164
PDF-invoice: header.mg.2060@email.basware.com

Metsä Spring Oy

Name
PL 3195
02020 Metsä

E-invoice address: 003729145414
VAT ID: FI29145414
PDF-invoice: header.mg.3195@email.basware.com

Metsäliitto Osuuskunta Port Operations

Name
PL 2070
02020 Metsä

E-invoice address: 003701908838
VAT ID: FI01163004
PDF-invoice: X

Metsä Greaseproof Papers Oy

Name
PO BOX 1447
02020 Metsä

E-invoice address: 003731994693
VAT ID: FI31994693
PDF-invoice: Header.mg.1447@email.basware.com

Mäntän Energia Oy

Name
PL 2020
02020 Metsä

E-invoice address: 003708695476
VAT ID: FI08695476
PDF-invoice: header.mg.2020@email.basware.com

