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**SANDVIK PURCHASE-TO-PAY, INVOICING INSTRUCTIONS FOR SUPPLIERS****VALID FOR: SANDVIK MINING AND CONSTRUCTION OY, ALL SITES**

Sandvik Mining and Construction Oy has taken a Purchase-to-Pay system (Basware) for **Indirect Purchases** in use. Introduction of the new system causes a few changes in invoice processing and in the requirements to supplier invoices. To ensure correct and timely processing of your invoices, please follow these instructions when invoicing for **Indirect purchases** that have a Purchase Order number or Spend Plan reference.

Purchasing unit	Purchase Order number	Spend Plan reference
Tampere	DTA.....	PPDTA.....
Turku	DTU.....	PPDTU.....
Lahti	DLA.....	PPDLA.....
Common	DFI.....	PPDFI.....

**Invoice receiving**

Electronic invoicing is the preferred invoicing method and will ensure timely processing of the invoices. The other acceptable invoice format is PDF sent via email (please see detailed instructions below). Note that Proforma invoices / Advance payment invoices are not accepted. Please refer to the last pages for electronic invoice mapping.

**Mandatory information in the invoice**

- Purchase Order number / Spend Plan reference number. Or the name of the person making the order.
- Name of the Sandvik entity (Sandvik Mining and Construction Oy)
- Sandvik Mining and Construction Oy VAT code: FI02116007
- Quantity of the delivered goods or services
- Price per unit
- VAT rate
- OVT number
- Email address of the Sandvik purchaser
- Delivery address
- Line and item number

**Technical information for electronic invoice routing**

- Acceptable fields for PO number / Payment Plan reference in Header level o PO number field (recommended)
  - o Customer reference number field (recommended) o Contract number field
  - o Supplier reference number field

**Additional information (optional)**

- Delivery note number

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**Invoicing address**

Please address the invoice to **Sandvik Mining and Construction Oy**

Please note that this is the only acceptable format of the legal company name

**Electronic invoicing details**

Sandvik entity	OVT-identifier	Operator identifier (OpenText)
Sandvik Mining and Construction Oy, Tampere	00370211600701	003708599126
Sandvik Mining and Construction Oy, Turku	00370211600705	003708599126
Sandvik Mining and Construction Oy, Lahti	00370211600703	003708599126
Sandvik Mining and Construction Oy, Common	00370211600799	003708599126

Please note that Sandvik's e-invoicing address must be included in each electronic invoice message so that the systems are able to receive and route the invoice correctly.

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### **Invoices submitted through email**

Send the invoice to e-mail address: **payables\_fi@sandvik.com**

Lahti: Send the invoice to e-mail address: **invoice.lahti@sandvik.com**

### **Requirements for invoices sent through email:**

- Format must be PDF and size of the invoice page layout must be A4
- An invoice of multiple pages must be sent as a single document
- The invoice document should not be password-protected or include any macros
- Maximum size of the file is 10 MB and only one invoice/file
- Upon receipt of the invoice suppliers will automatically receive a confirmation email
- If the invoice file is not according these requirements Sandvik is not able to receive and process the invoice
- Only send invoices to these e-mail addresses (no statements, information or notices)

You can confirm that Sandvik has received the invoice upon the first invoice issued to Sandvik Mining and

Construction Oy via email address **apqueries\_fi@sandvik.com** or via phone number **+358 75 325 1105**

### **Invoicing related information changes**

Please note that any text in a cover e-mail accompanying an invoice will not be read. Information regarding e.g. new account numbers or new company codes etc. must be informed by e-mail to the relevant parties.

### **Credit notes**

Credit notes shall be issued separately and with the full amount of the invoice, followed by a new, correct invoice.

### **Contact**

For any queries related to purchase invoices, please contact **apqueries\_fi@sandvik.com** or **+358753251105**

### **Sandvik Indirect Purchases**

Indirect Purchases can be defined in several ways. At Sandvik, Indirect Purchases include for example Logistics Services, Professional Services – including Engineering Services, HR Services, Facility Management, IT, Production Equipment, Travel and Cars, Energy, Packaging Materials and printed materials & promotional items, as well as different kinds of investments. As a rule, Indirect Purchases include items and services that are not directly part of the products that Sandvik manufactures and sells.

## Electronic invoicing XML example

Please include the Sandvik's corresponding OVT number to the XML message in the <PARTY\_IDENTIFICATION\_ID> field:

```
- <INVOICE_RECIPIENT>
  - <CUSTOMER_INFORMATION>
    <CUSTOMER_NAME>Sandvik Mining and Construction Oy</CUSTOMER_NAME>
    <CUSTOMER_ID>Sandvik Mining and Construction Oy</CUSTOMER_ID>
    - <ADDRESS>
      <STREET_ADDRESS2/>
      <STREET_ADDRESS3/>
      <POSTAL_CODE/>
      <POST_OFFICE>Turku</POST_OFFICE>
      <COUNTRY/>
      <COUNTRY_CODE>FI</COUNTRY_CODE>
    </ADDRESS>
    <VAT_NUMBER>FI02116007</VAT_NUMBER>
    <ORGANIZATION_NUMBER>0211600-7</ORGANIZATION_NUMBER>
    <PARTY_IDENTIFICATION_ID>00370211600705</PARTY_IDENTIFICATION_ID>
  </CUSTOMER_INFORMATION>
</INVOICE_RECIPIENT>
- <RECEIVER>
  - <CUSTOMER_INFORMATION>
    <CUSTOMER_NAME>Sandvik Mining and Construction Oy</CUSTOMER_NAME>
    <CUSTOMER_ID>0211600-7</CUSTOMER_ID>
    - <ADDRESS>
      <STREET_ADDRESS1/>
      <STREET_ADDRESS2/>
      <STREET_ADDRESS3/>
      <STREET_ADDRESS4/>
      <POSTAL_CODE/>
      <POST_OFFICE/>
      <COUNTRY/>
      <COUNTRY_CODE/>
    </ADDRESS>
    <VAT_NUMBER/>
    <ORGANIZATION_NUMBER>0211600-7</ORGANIZATION_NUMBER>
    <PARTY_IDENTIFICATION_ID>00370211600705</PARTY_IDENTIFICATION_ID>
    <TRADE_REGISTRY_NUMBER/>
    - <CONTACT_INFORMATION>
      <CONTACT_PERSON/>
      <TELEPHONE_NUMBER/>
      <TELEFAX_NUMBER/>
      <E-MAIL_ADDRESS/>
    </CONTACT_INFORMATION>
  </CUSTOMER_INFORMATION>
<NET_SERVICE_ID>00370211600705</NET_SERVICE_ID>
```



Please include the Purchase Order number or the Payment Plan number to the XML message in the <ORDER\_NUMBER> field on the Invoice Header level:

```
- <INVOICES>
  - <INVOICE>
    + <CONTROL>
    - <HEADER>
      <INVOICE_ID>82591145</INVOICE_ID>
      <INVOICE_TYPE>00</INVOICE_TYPE>
      <INVOICE_STATUS>Original</INVOICE_STATUS>
      <SUBJECT>LASKU</SUBJECT>
      <CREDIT_INVOICE_NUMBER/>
      + <INVOICE_DATE>
      + <DUE_DATE>
      <TERMS_OF_PAYMENT>60 päivää netto</TERMS_OF_PAYMENT>
      <CASH_DISCOUNT/>
      + <PAYMENT_OVERDUE_FINE>
      - <CURRENCY>
        <CODE>EUR</CODE>
      </CURRENCY>
      <ORDER_REFERENCE/>
      - <ORDER_INFORMATION ORDER_TYPE="CO">
        <ORDER_NUMBER>DTA2100280</ORDER_NUMBER>
        + <ORDER_DATE>
      </ORDER_INFORMATION>
      + <LINKS>
      + <INVOICE_APPENDIX_SERVICE>
    </HEADER>
```

```
- <INVOICES>
  - <INVOICE>
    + <CONTROL>
    - <HEADER>
      <INVOICE_ID>411101532</INVOICE_ID>
      <INVOICE_TYPE>00</INVOICE_TYPE>
      <INVOICE_STATUS>Original</INVOICE_STATUS>
      <SUBJECT>LASKU</SUBJECT>
      <CREDIT_INVOICE_NUMBER/>
      + <INVOICE_DATE>
      + <DUE_DATE>
      <TERMS_OF_PAYMENT>60 päivää netto</TERMS_OF_PAYMENT>
      <CASH_DISCOUNT/>
      + <PAYMENT_OVERDUE_FINE>
      + <CURRENCY>
      <ORDER_REFERENCE/>
      - <ORDER_INFORMATION ORDER_TYPE="CO">
        <ORDER_NUMBER>PPSTA5482</ORDER_NUMBER>
      </ORDER_INFORMATION>
      + <LINKS>
      + <INVOICE_APPENDIX_SERVICE>
    </HEADER>
```