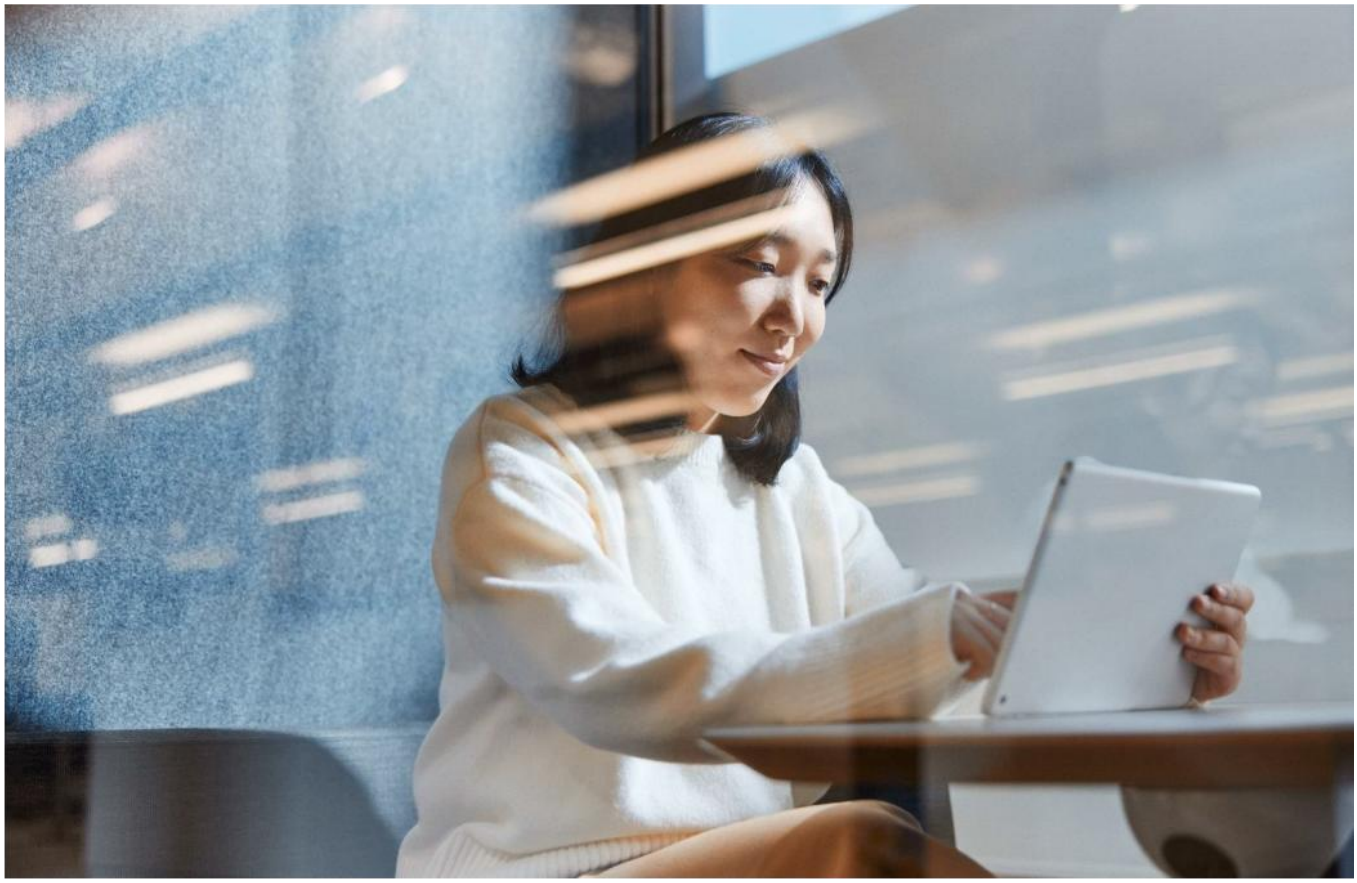


Supplier Instructions

How to send invoices to Konecranes

October 2026

Contents

Invoicing Instructions to Konecranes' suppliers 3
I. Guidelines for Invoicing Konecranes companies 3
II. General Invoicing Instructions applicable for all invoicing 4
Invoice Contents 4
Additional instructions related to invoicing 5
III. E-Invoicing 6
Service Provider Information 6
Format 6
Enclosed Invoice Images 6
Attachments 6
Technical Options for Sending Electronic Invoices 6
German EN compliant e-invoices 7
Sending German XML format by email 7
IV. Invoice Portal Instructions 8
Sending Invoices via Invoice Portal 8
V. Email Invoicing Instructions 8
Sending Invoices via E-mail PDF 8
Email requirements 8
VI. Appendix 1: List of Konecranes Invoicing Addresses 9
Region Americas 9
Region EMEA 10
Region APAC 12

Invoicing Instructions to Konecranes' suppliers

I. Guidelines for Invoicing Konecranes companies

Dear Supplier,

At Konecranes, we strive to provide our business partners with the best possible levels of service. To achieve this goal, Konecranes' objective is to drive greater standardization and control in our finance processes, improve the purchase-to-pay cycle, increase process efficiency, and support on-time payments. This document includes all necessary information on how to send invoices to Konecranes with affiliates.

Before sending invoices, please see section **General Invoicing Instructions** applicable for all invoicing.

There are 3 main ways of sending invoices to us, listed in order of preference:

1. **Via your service provider for e-invoices**

   For more information on how to send e-invoices see Pagero/Konecranes landing page.
   To see the Konecranes company e-invoice identifier, check VI.

2. **Via our e-invoice portal** (free-of-charge)

   Pagero/Konecranes landing page for login and instructions.

3. **Via email for PDF invoices**

   See section Email Invoicing Instructions for details.

Unless your transaction was initiated in Ariba, another e-procurement platform, or direct EDI connection, please use that channel for invoicing. All transactions initiated in Ariba must be completed within Ariba.

Please contact us via e-mail if you're unable to send invoices via any of the mentioned channels above or have any other AP related questions, reminders, statements of accounts and other similar documents:

- Region Europe: fssc.eu@sharedservicesforyou.com
- Region Americas: fssc.us@sharedservicesforyou.com
- Region APAC: fssc.apac@sharedservicesforyou.com
- China: fssc.china@konecranes.com

Best Regards,

Konecranes

II. General Invoicing Instructions applicable for all invoicing

Invoice Contents

The table below shows what must be included in your invoices to Konecranes.

Additional information to be provided as required by law and per your agreement with Konecranes.

Type of information	M	Comment
Supplier's name	M	Your company name
Supplier's address	M	Your company address
Supplier's VAT ID	M	Your VAT ID for Europe or tax identification for other countries outside Europe
Supplier's e-invoicing address	E	Your e-invoicing address
Supplier's bank account number	M	Bank account to which the payment will be made.
Supplier's bank name and SWIFT / BIC code	M	Required to ensure correct routing of the payment
Konecranes company name	M	Name of the legal Konecranes company it is addressed to.
Konecranes company VAT ID or other identification number	M	VAT ID of the purchasing Konecranes company. For supplies to countries other than the country of establishment, please ask for foreign VAT ID.
Konecranes company address	M	Company legal address as stated in PO/contract
Delivery address	G	If different from legal entity, the full name, address, contact and tax identification number of the delivery address.
Konecranes e-invoicing address	E	See List of Konecranes Invoicing Addresses.
Invoice number	M	
Invoice date	M	
Invoice type	M	Invoice/credit note
Invoice due date	M	Invoice due date must be shown on the invoice.
Invoice gross amount	M	Total amount including VAT
VAT Amount	M	
VAT Rate	M	Or reference to zero-rate or VAT exemption
Invoice net amount	M	Amount excluding VAT
Currency	M	Currency (code) need to be stated clearly.
Purchase order number	M2	**If invoice is based on the purchase order, Konecranes order number must be stated.** Order number is provided by Konecranes.
Konecranes reference	M2	Reference requested by Konecranes, e.g. Konecranes contact person.
Date and place of supply	M	Date and place of supply or period during which the service was rendered.
Terms of trade	G	The relevant trade term and the location associated with the term, such as: Incoterms 2010, CPT Helsinki port
Transfer of title	G	Where the title will transfer from the seller to the buyer
Commercial description of supplied goods or rendered services	M (G)	Including but not limited to: • Customs tariff code (first 6 digits), goods only • name by which each item is known • grade or quality, goods only • marks, numbers and symbols, goods only • country of origin, goods only • quantity and price per unit
Country of shipment	G	Country from which the goods are shipped

M = Mandatory
E = Mandatory for E-invoicing
G = Mandatory in case of goods only
M2 = One of the two is mandatory to be present on the invoice

Additional instructions related to invoicing

- **Other information** that needs to be mentioned on the invoice, when applicable:
    1. All goods and services provided by the buyer for the production of the merchandise
    2. A signature, signor's title, and date of signing
    3. Import license requirements
    4. Additional certifications and statements required by the buyer's country
    5. Government issued certifications to be provided
    6. Export Control Classification number (ECCN for US, EG-Dual-Use list for EU)
    7. Relevant law

- **State the Purchase Order number and/or Konecranes reference in the appropriate invoice fields**. We use these fields to automate invoice processing.

  Do not add nor take away anything from the number or name and place in the fields Purchase Order number and Customer reference (Buyers name).

- **Single vs. collective invoices:** We prefer all invoices to be sent as single invoices. This ensures increased automatic invoice handling, automated processes and allows us to settle your invoices promptly. Although it is possible to distribute collective invoices also electronically, we advise against it. Collective invoices diminish the possibilities for automatic invoice handling and make it difficult to maintain automated processes. Collective invoices might also require a customer specific layout, increasing cost for all involved parties.

- **Line item prices and quantities** must exactly match between the purchase order and invoice. Any discrepancies between the two (e.g. 1 line on invoice and 2 on the PO or vice versa, even if total price and quantity a match) may lead to exception handling and delays in payment processing.

- **Additional costs** (e.g. shipping, packing or handling) will not be paid unless specifically mentioned on the purchase order or contract. If there is a need to add these to the invoice, please contact the buyer prior to sending the invoice so that they can be added to the PO and invoice will be paid on time.

- **Special requirements per supplier**: In addition to the requirements presented in this document some suppliers might be required to enclose additional information. Such additional requirements are and will be regulated by your agreement with Konecranes.

III. E-Invoicing

Service Provider Information

An e-invoicing address identifies the invoice sender and the invoice receiver, and the service provider ID is required. E-invoicing addresses need to be defined for both parties. Detailed information about Konecranes's E-invoice addresses can be found in Appendix 1.

Konecranes uses Pagero as their service provider for e-invoices. Please contact them if you have any questions on how to connect. More info and contact details available on Pagero/Konecranes landing page

Format

The invoice format will be created by your service provider for e-invoice sending. Please contact your service provider for a detailed format description.

Enclosed Invoice Images

All enclosed invoice images must come in the form of either a PDF-file or a TIFF-file. If no invoice image is enclosed, a standardized invoice image will be generated by Pagero. This generated image might not include all the information you would like to share with us or is required by us. Therefore, it is strongly recommended to include a PDF/TIFF-copy of your own to be presented to us.

Attachments

Attachments need to be delivered with the e-invoice: Include all the attachments to your electronic invoices. Invoices and attachments delivered separately are not approved.

Technical Options for Sending Electronic Invoices

If you already have an agreement with an e-invoice service provider, ask your service provider to route the e-invoices to Konecranes through Pagero. In this option, both invoice data and invoice image are integrated directly from your invoicing application and sent to your service provider, who then routes the e-invoices to Konecranes through Pagero's e-invoicing service. The use of the operator ID and e-invoicing address is required.

Please contact Pagero with the contact details to your service provider. Pagero will then agree how to make the integration with your service provider. You can find a list of currently connected Service Providers to Pagero Network here.

German EN compliant e-invoices

ONLY applicable for German suppliers invoicing German Konecranes entities.

Since January 1st 2025 all German entities need to be able to receive German EN compliant e-invoices. Germany allows several ways and formats to send e-invoices, so please take note what is the right channel:

- E-invoices sent via Peppol network or via a service provider is the preferred method. See Appendix 1 for our entities Peppol IDs.
- For receiving PDF and ZUGFERD invoices, use the email address as listed in Appendix 1 for our entities email addresses.
- XML format sent by email (like XRechnung or PeppolBIS format), an additional channel is activated since 2025 January 1st. **Suppliers can send these XML formats for all Konecranes German entities to the same address: E-Rechnung.DE@konecranes.com .** More info below.

Sending German XML format by email

German xml format e-invoices by email can be sent to E-Rechnung.DE@konecranes.com for all our German entities.

For smooth processing ensure using correct (peppol) Eid in the xml. And follow these guidelines when sending XML invoices by email:

1. One Invoice per Email

Only include one XML invoice per email. Sending more than one invoice per email will result in the first XML being considered the legal document and the second file being considered an attachment. Adding an attachment as the first document instead of the XML will result in the file being stopped in error. If this occurs, the customer will receive a notification email detailing the error, and they will need to contact the supplier directly to resend the email correctly.

2. Embedded Attachments

To ensure optimal processing and reduce errors, attachments should be embedded according to their respective format standards. This streamlines the workflow and ensures all necessary documents are processed together.

3. Email Address

The provided Email Inbound address should be placed in the "To" field. Additional email addresses can be added in the CC field if needed.

4. Subject Line

Ensure the invoice number and the supplier's company name are included in the subject line for easy identification. For example: "Invoice 12345 - ABC Company".

By following these guidelines, suppliers can help ensure that their invoices are processed without delay. If there are any questions or further clarifications needed, suppliers are encouraged to contact the customer directly.

IV. Invoice Portal Instructions

Sending Invoices via Invoice Portal

In case you cannot send electronic invoices via a service provider, there is the option to create invoices through Pagero's invoicing portal. Via this way you can start sending e-invoices to Konecranes, free of charge, after the registration. From this link you can find more detailed information how to register and create invoices: Pagero/Konecranes landing page

V. Email Invoicing Instructions

Sending Invoices via email PDF

If you're not able to send e-invoices yet and/or local jurisdiction does not require e-invoicing, you can send invoices via email with PDF attachments.

You can find the list of email addresses for Konecranes companies in Appendix 1.

Email requirements

When sending the invoice via email, the invoice and attachments must be attached in PDF or TIFF format. It is recommended to use a structured, machine-readable PDF format.

Submit 1 PDF/TIF document per invoice. Ensure that all supporting information related to a particular invoice is in 1 PDF/TIF file only, with the invoice being the 1st page and any other relevant supporting information on the subsequent pages. Do not include multiple invoices in 1 document.

A maximum of 10 invoices per email is accepted.

Always place the email address from Appendix 1 in the "To" field. If placed in cc or bcc, this will not be processed by our scanning partner.

Reminders, statements and queries must be sent directly to:

- Region Europe: fssc.eu@sharedservicesforyou.com
- Region Americas: fssc.us@sharedservicesforyou.com
- Region APAC: fssc.apac@sharedservicesforyou.com
- China: fssc.china@konecranes.com

VI. Appendix 1: List of Konecranes Invoicing Addresses

Below is a list of Konecranes companies and their invoicing addresses for e-invoices and PDF invoices via email. If the Konecranes entity you're invoicing is not listed here, please contact your Konecranes contact for the correct invoicing address.

All entities below can receive e-invoices via our service provider PAGERO. Tax, Organisation ID or other e-invoice identifiers (like Peppol) can be used to connect for e-invoice sending.

See below list of entities by region and country.

Region Americas

Company Name	Tax or Org ID	Other E-Invoice Identifiers	E-mail Invoice Address
Canada			
Konecranes Canada Inc.	119413458RT0001		invoices.konecranes.canada@konecranes.com
Chile			
Konecranes Chile SpA	76126252-1	Domestic xml invoices to: Foreign invoices to:	facturas.cl02@konecranes.com invoices.cl02@konecranes.com
Mexico			
Konecranes Mexico S.A. de C.V.	KME961216EF1		invoices.mx03@konecranes.com
Peru			
Konecranes Perú S.R.L.	20520571320	Domestic xml invoices to: Foreign invoices to:	facturas.pe02@konecranes.com invoices.pe02@konecranes.com
United States			
Morris Material Handling, Inc	75-2752978	Peppol 9959:752752978	invoices.morris@konecranes.com
R&M Materials Handling Inc.	34-1404063	Peppol 9959:341404063	invoices.rm@konecranes.com
Konecranes Nuclear Equipment and Services, LLC	27-1722758	Peppol 9959:271722758	invoices.konecranesnuclear@konecranes.com
Konecranes Inc.	76-0385722	Peppol 9959:760385722	invoices.konecranesinc@konecranes.com
Demag Cranes and Components Corp.	38-1804879	Peppol 9959:381804879	invoices.us20@demagcranes.com
KCI Holding USA Inc.	76-0432472	Peppol 9959:760432472	invoices.us00@konecranes.com

Region EMEA

Company Name	Tax or Org ID	Other E-Invoice Identifiers	E-mail Invoice Address
Austria			
Konecranes and Demag Ges.m.b.H	ATU14657502	Peppol 9914:ATU14657502	invoices.at03@konecranes.com
Belgium			
S.A Konecranes N.V.	BE0447730620	Peppol 0208:0447730620	invoices.be02@konecranes.com
Czech Republic			
Konecranes and Demag s.r.o.	CZ43774326	Peppol 9929:CZ43774326	invoices.cz20@konecranes.com
Denmark			
Konecranes Demag A/S	DK49106912	Peppol 0184:49106912 Nemhandel 9902:49106912 GLN 5790002646683	invoices.dk03@konecranes.com
Finland			
Konecranes Finance Oy	FI07626583	OVT 003707626583 Peppol 0216:003707626583	invoices.fi07@konecranes.com
Konecranes Finland Oy	FI09508951	OVT 003709508951510 Peppol 0216:003709508951510	invoices.fi10@konecranes.com
Konecranes Global Oy	FI27113398	OVT 003727113398 Peppol 0216:003727113398	invoices.fi11@konecranes.com
Konecranes Plc	FI09427182	OVT 003709427182 Peppol 0216:003709427182	invoices.fi04@konecranes.com
France			
Konecranes and Demag France	FR48726820236	Peppol 0225:726820236	invoices.fr02@konecranes.com
Verlinde S.A.S	FR58789456696	Peppol 0225:789456696	invoices.fr08@verlinde.com
Germany			
Eurofactory GmbH	DE150526487	Peppol 9930:DE150526487	invoices.de04@konecranes.com
SWF Krantechnik GmbH	DE183276804	Peppol 9930:DE183276804	invoices.de05@swfkrantechnik.com
Konecranes GmbH	DE164416080	Peppol 9930:DE164416080 or 9930:DE16441608000094	invoices.de10@konecranes.com or invoices.de27@konecranes.com **Check PO for correct invoice routing**
Demag Cranes and Components GmbH	DE814661567	Peppol 9930:DE814661567 or 9930:DE81466156700004	invoices.de20@konecranes.com or invoices.de26@konecranes.com **Check PO for correct invoice routing**
Konecranes Port Services GmbH	DE811769085	Peppol 9930:DE811769085	invoices.de24@konecranes.com
Konecranes Holding GmbH		Peppol 9930:DE811198684	invoices.de00@konecranes.com

German xml format e-invoices by email can be sent to E-Rechnung.DE@konecranes.com for all above entities ensure using correct (peppol) Eid in the xml

Hungary			
Konecranes Kft.	HU10353581	Peppol 9910:HU10353581	invoices.hu02@konecranes.com
Italy			
Demag Cranes & Components S.r.l.	IT00692060965	Peppol 0211:IT00692060965	invoices.it01@konecranes.com
Donati Sollevamenti S.r.l.	IT00195340120	Peppol 0211:IT00195340120	invoices.it22@konecranes.com
MHPS Italia S.r.l	IT09708220968	Peppol 0211:IT09708220968	invoices.it20@konecranes.com
Ireland			
Konecranes and Demag Ltd	3691643IH	Peppol 9935:3691643IH	invoices.ie02@konecranes.com
Netherlands			
Konecranes BV	NL803266571B01	Peppol 0106:36048659	invoices.nl02@konecranes.com
Norway			
Konecranes AS	NO950461470	Peppol 0192:950461470	invoices.no03@konecranes.com
Poland			
Konecranes Demag Sp.zo.o.	PL5840301999	Peppol 9945:5840301999	invoices.pl02@konecranes.com
Portugal			
Konecranes and Demag, Lda	PT501332766	Peppol 9946:PT501332766	invoices.pt20@konecranes.com
Saudi Arabia			
Saudi Cranes & Steel Works Factory Ltd.	300493474300003		invoices.sa02@konecranes.com
Spain			
Konecranes and Demag Ibérica, S.L.U.	ESB60442530	Peppol 9920:ESB60442530	invoices.es02@konecranes.com
Sweden			
Konecranes AB	SE556063882601	Peppol 0007:5560638826	invoices.se03@konecranes.com
Konecranes Lifttrucks AB	SE556142496001	Peppol 0007:5561424960	invoices.se02@konecranes.com
Ulvaryd Fastighets AB	SE556841708201	Peppol 0007:5568417082	invoices.se04@konecranes.com
South Africa			
Konecranes Demag Pty Ltd	4600144259		invoices.za02@konecranes.com
Switzerland			
Konecranes and Demag AG	CHE-112.672.980	Peppol 9927:CHE-112.672.980	invoices.ch02@konecranes.com
United Kingdom			
Konecranes Demag UK Ltd	GB100109785	Peppol 9932:GB100109785	invoices.gb06@konecranes.com

Region APAC

Company Name	Tax or Org ID / e-invoice ID	E-mail Invoice Address
Australia		
Konecranes and Demag Pty Ltd	83738541 Peppol: 0151:48002965817	invoices.au02@konecranes.com
China		
Konecranes (Shanghai) Company Ltd.	913100007333847856	invoices.cn07@konecranes.com
Konecranes (Shanghai) Co., Ltd, Xiamen Branch/Port Service	91350200MA32F1QR5E	invoices.cn10@konecranes.com
Konecranes Manufacturing (Jiangsu) Co., Ltd.	913212001410811071	invoices.cn09@konecranes.com
SWF Krantechnik Co. Ltd	913100006972081 85A	invoices.cn02@swfkrantechnik.com
Demag Cranes & Components (Shanghai) Co., Ltd	913100006073061885	invoices.cn20@konecranes.com
Konecranes Hong Kong Limited	20607296	invoices.hk20@konecranes.com
India		
Konecranes and Demag Private Limited	27130351550V	invoices.in02@konecranes.com
Indonesia		
PT Konecranes Material Handling Indonesia	010005890055000	invoices.id30@konecranes.com
PT Konecranes Technology Indonesia	861072528017000	invoices.id31@konecranes.com
Japan		
Konecranes Company, Ltd.	T3010701011531 Peppol: 0188:3010701011531	invoices.JP02@konecranes.com
Malaysia		
Konecranes MH (Malaysia)	198701003329	invoices.my31@konecranes.com
New Zealand		
Konecranes Pty Ltd/ New Zealand branch	64977083 Peppol: 0088:9429038830761	invoices.nz02@konecranes.com
Philippines		
Konecranes (PH) Inc.	000163723000	invoices.ph30@konecranes.com
Singapore		
KCI Cranes Holding (Singapore) Pte Ltd	199305641E Peppol: 0195:SGUEN199305641E	invoices.sg00@konecranes.com
Konecranes (Singapore)	M200133757 Peppol: 0195:SGUEN197200216G	invoices.sg30@konecranes.com
Taiwan		
Konecranes Taiwan Company	24517420	invoices.tw30@konecranes.com
Thailand		
Konecranes MH (Thailand)	0105517000907	invoices.th32@konecranes.com
Vietnam		
Konecranes MH (Vietnam)	3700514944	invoices.vn30@konecranes.com