



Supplier Instructions

How to send invoices to
Konecranes

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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 is undertaking a transformation initiative supporting our objectives to drive greater standardization and control in our finance processes, looking to improve purchase to pay cycle and process efficiency as well as to improve paid on time.

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 three ways of sending invoices to us:

1. Via your service provider for electronic invoices

See section [E-Invoicing Instructions](#) for details. Only available in Finland currently.

2. Via our free-of-charge invoice portal provided by OpusCapita.

See section [Invoice Portal Instructions](#) for details. Only available in Finland currently.

3. Via e-mail as PDF invoices

See section [E-mail Invoicing Instructions](#) for details.

Additionally, if you're connected to one of our e-procurement platforms or have direct EDI invoice connection, you may send invoices via those as well.

Please contact us via e-mail if you're unable to send invoices via any of the mentioned channels above or have any other questions:

- 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 proved 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 Appendix 1 - 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: <ul style="list-style-type: none"> • 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 documents:** Any other documents such as commercials, bank guarantees, certificates of origin, and statements of accounts and other

similar documents must be sent to the invoice queries email address (see section [Guidelines for Invoicing Konecranes companies](#) for contact information).

- **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
- We use **REFERENCE number** to automate invoice processing: It is important that you state the number given by us on the invoice. Make sure to include the reference in the identical form given to you in the fields Purchase order number and Customer reference (Buyers name). Do not add nor take away anything from the number or 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 Instructions

Sending E-Invoices

You can start to send e-invoices right away. Please inform your regional FSSC contact before sending your first live invoice to ensure that the invoice is received as expected.

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 OpusCapita Solutions Oy as our service provider for e-invoices. Please contact them at customerservice.en@opuscapita.com if you have any questions.

Service Provider	E-Invoice Operator (Intermediator) ID	
OpusCapita Solutions Oy	E204503	Operator (intermediator) ID which is mandatory information as part of the correct Konecranes entity ID.

Format

Invoice format will be created by your Service Provider for E-invoice sending. Please contact your Service Provider or OpusCapita for 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 OpusCapita. 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 OpusCapita. In this option both invoice data and invoice picture are integrated directly from your Invoicing application and sent to your service provider who then routes the E-invoices to Konecranes through OpusCapita's E-invoicing service. The usage of operator ID and E-invoice address are required.

Please find a list of currently connected Service Providers to OpusCapita's Network in [Appendix 2](#).

If your service provider is not on the list, please contact OpusCapita Service Desk customerservice.en@opuscapita.com with the contact details to your service provider. OpusCapita will then agree how to make technical integration with your service provider.

IV. Invoice Portal Instructions

Sending Invoices via Invoice Portal

Konecranes provides an option for you to submit your invoices via an invoice portal. You need an invitation from us to start using it. If you haven't received your invitation yet, please request one from us by emailing us at onboarding.authentication@konecranes.com and we will provide an invitation and detailed instructions separately.

V. E-mail Invoicing Instructions

Sending E-mail Invoices

If you're not able to send e-invoices, we offer an option to send the invoices via E-mail as PDF attachments. You may find the list of email addresses for sending the invoices to Konecranes companies in [Appendix 1](#).

Invoice Image and Attachments

When sending the invoice via E-mail, the invoice and attachments must be attached as PDF or TIFF format. It's recommended to use structured (machine readable) PDF format.

Appendices

Appendix 1 List of Konecranes Invoicing Addresses

Below is a list of Konecranes companies and their invoicing addresses for different channels. If the Konecranes entity you're invoicing is not listed here, please contact your Konecranes contact for the correct invoicing address.

Region EMEA

Company Name	VAT ID or other ID Nr	E-Invoice Address	E-mail Invoice Address
Austria			
Konecranes and Demag Ges.m.b.H	ATU14657502		invoices.at03@konecranes.com
Belgium			
S.A Konecranes N.V.	BE0447730620		invoices.be02@konecranes.com
Czech Republic			
Konecranes and Demag s.r.o.	CZ43774326		invoices.cz20@konecranes.com
Denmark			
Konecranes Demag A/S	DK49106912		invoices.dk03@konecranes.com
Finland			
Konecranes Finance Oy	FI07626583	003707626583	invoices.fi07@konecranes.com
Konecranes Finland Oy	FI09508951	003709508951510	Invoices.fi10@konecranes.com
Konecranes Global Oy	FI27113398	003727113398	invoices.fi11@konecranes.com
Konecranes Plc	FI09427182	003709427182	invoices.fi04@konecranes.com
Nosturiexpertit Oy	FI08531981	003708531981	invoices.fi02@nosturiexpertit.fi
France			
Konecranes France SAS	FR55403286891		invoices.fr02@konecranes.com
Verlinde S.A.S	FR58789456696		invoices.fr08@verlinde.com
Germany			
Konecranes GmbH	DE164416080		invoices.de10@konecranes.com
Eurofactory GmbH	DE150526487		invoices.de04@konecranes.com
SWF Krantechnik GmbH	DE183276804		invoices.de05@swfkrantechnik.com
Demag Cranes and Components GmbH/Wetter	DE814661567		invoices.de26@konecranes.com
Demag Cranes and Components GmbH/Central Services	DE814661567		invoices.de28@konecranes.com
Demag Cranes and Components GmbH/Benrath	DE164416080		invoices.de25@konecranes.com
Demag Cranes and Components GmbH/Würzburg	DE164416080		invoices.de27@konecranes.com
Hungary			
Konecranes Kft.	HU10353581		invoices.hu02@konecranes.com
Italy			
Demag Cranes & Components S.r.l.	IT00692060965		Invoices.it21@konecranes.com
Donati Sollevamenti S.r.l.	IT00195340120		Invoices.it22@konecranes.com
MHPS Italia S.r.l	IT09708220968		Invoices.it20@konecranes.com
Netherlands			
Konecranes BV	NL803266571B01		invoices.nl02@konecranes.com
Norway			
Konecranes AS	NO950461470		invoices.no03@konecranes.com

Spain			
Konecranes and Demag Ibérica, S.L.U.	ESB60442530		invoices.es02@konecranes.com
Sweden			
Konecranes AB	SE556063882601		invoices.se03@konecranes.com
Ulvaryd Fastighets AB	SE556841708201		invoices.se04@konecranes.com
Switzerland			
Konecranes and Demag AG	CHE-112.672.980		invoices.ch02@konecranes.com
United Kingdom			
Konecranes Demag UK Limited	GB100109785		invoices.gb06@konecranes.com

Region Americas

Company Name	VAT ID or other ID Nr	E-mail Invoice Address
Canada		
Kaverit Cranes & Services ULC	873363394 RT0001	invoices.kaverit@konecranes.com
Konecranes Canada Inc.	119413458 RT0001	invoices.konecranes.canada@konecranes.com
United States		
Morris Material Handling, Inc	75-2752978	Invoices.morris@konecranes.com
R&M Materials Handling Inc.	34-1404063	Invoices.rm@konecranes.com
Konecranes Nuclear Equipment and Services, LLC	27-1722758	Invoices.konecranesnuclear@konecranes.com
Konecranes Inc.	76-0385722	invoices.konecranesinc@konecranes.com
Demag Cranes and Components Corp.		invoices.demag.us@demagcranes.com

Region APAC

Company Name	VAT ID or other ID Nr	E-mail Invoice Address
Australia		
Konecranes Pty Ltd	83738541	invoices.au02@konecranes.com
China		
Konecranes (Shanghai) Company Ltd.	913100007333847856	invoices.cn07@konecranes.com
Konecranes Manufacturing (Jiangsu) Co., Ltd.	913212001410811071	invoices.cn09@konecranes.com
SWF Krantechnik Co. Ltd	91310000697208185A	Invoices.cn02@swfkrantechnik.com
India		
Konecranes and Demag Private Limited	27130351550V	invoices.in02@konecranes.com
Malaysia		
Konecranes Sdn. Bhd	000897581056	invoices.my02@konecranes.com
Singapore		
Konecranes Pte Ltd.	M2-0024629-2	invoices.sg04@konecranes.com
SWF Krantechnik Pte Ltd	201215260-R	invoices.sg05@swfkrantechnik.com
New Zealand		
Konecranes Pty Ltd/ New Zealand branch	64977083	invoices.nz02@konecranes.com

Appendix 2 List of Available Operators on OpusCapita Network

Please select below your operator and use Konecranes e-invoicing ID's accordingly (E-Invoice ID vs. PEPPOL ID):

E-Invoice ID Operators	PEPPOL ID operators
Liaison Technologies	AdValvas Europe

Apix	Advanced Business Software and Solutions
Basware	Aksess Innkjøp (Prosjektservice AS)
Cegedim	Aksesspunkt Norge AS
ClientComputing, Compello	Aliquid Italy
CreditFlow	Amesto Solutions Purchasing A/S
Crossinx	Anachron B.V.
EDB	Apix Messaging Oy
Enfo	Apro Consulting Services B.V.
ErgoGroup	Archiva S.r.L.
Fitek	Archivium Srl
Omniva	At Work Systems
Telema	Babelway
GXS Geis	BEAst AB
IbisticTechnologies	BIZbrains A/S
InExchange	Bluzor B.V.
Isys	Brain2
Logica (CGI)	Bundesrechenzentrum GmbH (BRZ)
Logiq AS	Catalog360 Limited
Maventa	Celtrino – EDI Factory
Tungsten Network / OB10	Centric Netherlands
Pagero	CGI Sverige AB
Palette	Cloud Trade Technology Ltd.
Sproom	CodaBox N.V.
Strålfors	Commerce-Connections
TeliaSonera	Compello AS
Tieto	Credemtel S.p.A.
TradeConnector	CS Amed SRL
TrueCommerce (HighJump, Evenex, Progorator)	Daldata AS
Visma	Data Interchange
	DERWID.com GmbH
	Desk Drive
	DG DIGIT
	Digital Cab ApS
	DIGST
	DocFlow Italia S.p.A.
	Document Centric Solutions
	Dynatos NV
	EC/DG DIGIT
	eConnect International B.V.
	ecosio InterCom GmbH
	EDICOM CAPITAL S.L.
	EDIGard AS
	EDI Plus Limited
	eDelivery s.r.o. – former viaSky SE
	Elcom
	Electronic Data Transfer S.A.S.
	Emetro AS
	Enable-U B.V.
	Epoca S.r.l.
	EVERY AS
	Faber system Srl
	F.R. Biernat
	FIKEN AS
	FinHill Hilversum B.V.
	Fylkesmannen i Sogn og Fjordane
	GHX UK
	Goldman Solutions & Services Ltd.
	Hafslund Tellier AS
	HBS Health Business Solutions GmbH
	Healthlogistics
	Ibistic
	IBM Corporation

	IBM Danmark ApS
	IBX Group AB Capgemini
	Implema AB
	Inaras NV
	InExchange Factorum AB
	Integrasjonssystemer AS
	Intercent-ER
	In.Te. S.A.
	Invinet Sistemas
	Invoice Sharing B.V.
	Ixor cvba
	Jacob Hatteland Solutions AS
	JNet B.V.
	Kalin Setterberg Data Aktiebolag
	KBC Commercial Finance
	KMD Denmark
	KPMG Accounting AS
	LBMX Inc.
	Liason Technologies
	Logiq AS
	Maritech Systems AS
	Marlo AS
	Millum AS
	Moneybird
	mySupply ApS
	NetClient AS
	NetEDI
	Nets Norway AS
	Norsk Byggtjeneste AS
	Onetrail BV
	Oppgjorskontoret AS
	Opus Capita Group Oy
	Outsourcia AS Bakke
	Pagero
	Palette Software AB
	Payt B.V.
	PinkRocade Local Government BK.V.
	PowerOffice Software AS
	Proquro B.V.
	Prosjektservice AS
	Lexmark Enterprise Software Sverige Services AB (ReadSoft AB)
	Reknes AS
	SAP SE
	S.A.T.A.
	Scancloud AB
	Schaefer Business Solutions GmbH
	Science Warehouse Limited
	Seen Solution Srl
	Seres
	SIA S.p.A.
	Simac Document Solutions BV
	Simpler Invoicing Foundation
	Smartbook Technology AS
	Sorvive Technologies Inc.
	Sproom SolutionsAS
	Storecove (Datajust B.V.)
	PostNord (Strålfors Svenska AB)
	Svea Ekonomi AB
	TB Okonomi AS
	Tecmarket Servizi S.p.A.
	Telenor Norge AS
	Tesisquare S.p.A

	Tickstar AB
	TIE Kinetix
	Tieto
	Tradeinterop
	Tradeshift
	Transalis Ltd.
	Tripletex AS
	TrueCommerce ApS Denmark
	True Commerce (Coventry) Ltd.
	Tungsten Network Ltd.
	UNI MICRO AS
	Unimaze Software
	Unit4 Agresso
	UPRC Greece
	Van Meijel
	Viaduct AB
	Virtualstock Ltd.
	Visma Commerce
	Visma Services Norge AS, VSN It – Team EDI
	Visma Software International AS
	Wax Digital Ltd.
	Xledger Labs AS
	XS Office AS
	UnifiedPost
	Zirius AS