

21.9.2022

## Minimum purchase invoice data requirements

All purchase invoices issued to Oy Transfennica Ab must contain, at minimum, the following information:

1. Up-to-date official company details, i.e., name and address = Oy Transfennica Ab, Uudenmaankatu 20 B, 00120 Helsinki
2. Correct Transfennica Company VAT number (FI02024655)
3. Correct Supplier address and VAT number (and/or business ID)
4. Correct and valid Supplier bank account information
5. Correct references regarding the charges:
  - Transfennica's contact person relevant to the purchase invoice (and/or)
  - Purchase order or any other differentiating information (e.g. port call number, voyage number /consignment ref., ...)
6. Purchase invoices should also include:
  - Date and number of the invoice, including information whether it is an invoice (debit note) or a credit invoice (credit note). Note: invoices stating they're a proforma invoice will not be processed.
  - Due date / Payment term
  - Description of purchased services / goods and a detailed breakdown of all items and their monetary values
  - Correct price (along with currency) and quantity, including the invoice total net amount, VAT amount(s) (including any VAT rate(s) if applicable, and if not, the basis for any VAT zero rate exemption), along with the total / gross amount

Please note that purchase invoices with wrong or missing information will not be processed until all requirements are met, so inaccurate / missing invoice information can lead to delays in payments.