

## HOW TO SEND E-INVOICES to Apetit Oyj, Apetit Suomi Oy, Apetit Ruoka Oy and Apetit Kala Oy

In Finnish:

<http://services.basware.com/apetitsupplierkit>

August 25, 2017

Dear Supplier,

Apetit Group has been enabled to receive e-invoices through Basware's Business Transactions service. By following the instructions in this document, you can start sending your e-invoices electronically to Apetit Oyj, Apetit Suomi Oy, Apetit Ruoka Oy and Apetit Kala Oy and achieve substantial cost benefits for yourself as well as for your customer.

Below you will find step-by-step instructions that will help you get started. The specific requirements of Apetit Group as an invoice receiver can be found at the end of the document.

### STEP 1. Contact your e-invoicing operator

If you are already cooperating with an e-invoicing operator, please contact the operator and ask them to ensure that they are connected to Basware. Feel free to forward this document to your operator.

If you are currently unable to send e-invoices and/or you are not connected to an e-invoicing operator, we are happy to provide assistance – please contact our sales [info.fi@basware.com](mailto:info.fi@basware.com)

### STEP 2. Invoice content

The invoice should comply to content requirements listed in this document. In order for Apetit Oyj, Apetit Suomi Oy, Apetit Ruoka Oy and Apetit Kala Oy and to be able to automate their invoice handling, it is important that you include on your invoice all fields that have been marked as mandatory.

### STEP 3. Start sending e-invoices!

The invoices should be sent to Basware's server [bt.basware.com](http://bt.basware.com). Please inform Apetit Groups contact person when you have sent the first invoice, he or she will monitor that the invoice is well received.

It is not necessary to send test invoices. In unclear situations, please ask your operator to confirm that the invoice has been delivered to Basware.

If you or your e-invoicing operator needs help during this process, do not hesitate to contact us at Basware – we are happy to help you!

With best regards  
Basware corp.

#### Contact information

Apetit Oyj	Accounts ledger	<a href="mailto:apetit.taloustiimi@apetit.fi">apetit.taloustiimi@apetit.fi</a>
Basware Oyj	Support	<a href="http://www.basware.com/about-us/contact/support">http://www.basware.com/about-us/contact/support</a>

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**SPECIFIC INFORMATION REGARDING E-INVOICE RECEIVER****A. E-invoicing addresses**

Please include the appropriate e-invoicing address on the invoice. This address is needed for correct delivery of the e-invoice to the customer.

Unit / Company	E-invoicing Address	Paper Invoice Address
Apetit Oyj	003701973955	Apetit Oyj / ostolaskut PL 4 27801 Säskylä
Apetit Suomi Oy	003720770432	Apetit Suomi Oy / ostolaskut PL 4 27801 Säskylä
Apetit Ruoka Oy	003709710957	Apetit Ruoka Oy / ostolaskut PL 4 27801 Säskylä
Apetit Kala Oy	003708777666	Apetit Kala Oy / ostolaskut PL 4 27801 Säskylä

**B. Key in your e-Invoices**

If you do not yet have a solution for sending e-invoices, please use the Key-in service to send your invoices to the Apetit Group.

Register here: <https://portal.basware.com/open/ApetitOy>

[Userguide](#)

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**C. Mandatory information on e-invoices**

Please ensure that the following information is included on your e-invoices to Apetit Oyj, Apetit Suomi Oy, Apetit Ruoka Oy and Apetit Kala Oy. Most of this information is required by law, while the other fields are important to enable automatic invoice handling.

Type of information	Comment
Supplier's e-invoicing address	See section A
Supplier's name	
Supplier's address	
Supplier's VAT ID	
Supplier's bank account number	
Customer's e-invoicing address	See section C
Customer's name	
Customer's address	
Customer's reference	[the customer's invoice reference, usually a code or a name]
Invoice number	
Invoice date	
Due date	
Gross amount	Invoice sum including VAT
Net amount	Invoice sum excluding VAT
Currency	Three-digit currency code (i.e. EUR)
Agreement number	If there is one agreed
Order number	Necessary for Apetit Ruoka Oy material suppliers

**D. Additional information – please note the following**

1. When you are about to send your first e-invoice, please first inform Apetit Group's contact person.
2. You can attach files in .tiff, .pdf or .html format in the invoice. For other formats than these, please contact Basware.
3. Apetit Group's e-invoicing operator is Basware (operator code: BAWCFI22)