

WÄRTSILÄ SUPPLIER GUIDE TO E-INVOICING

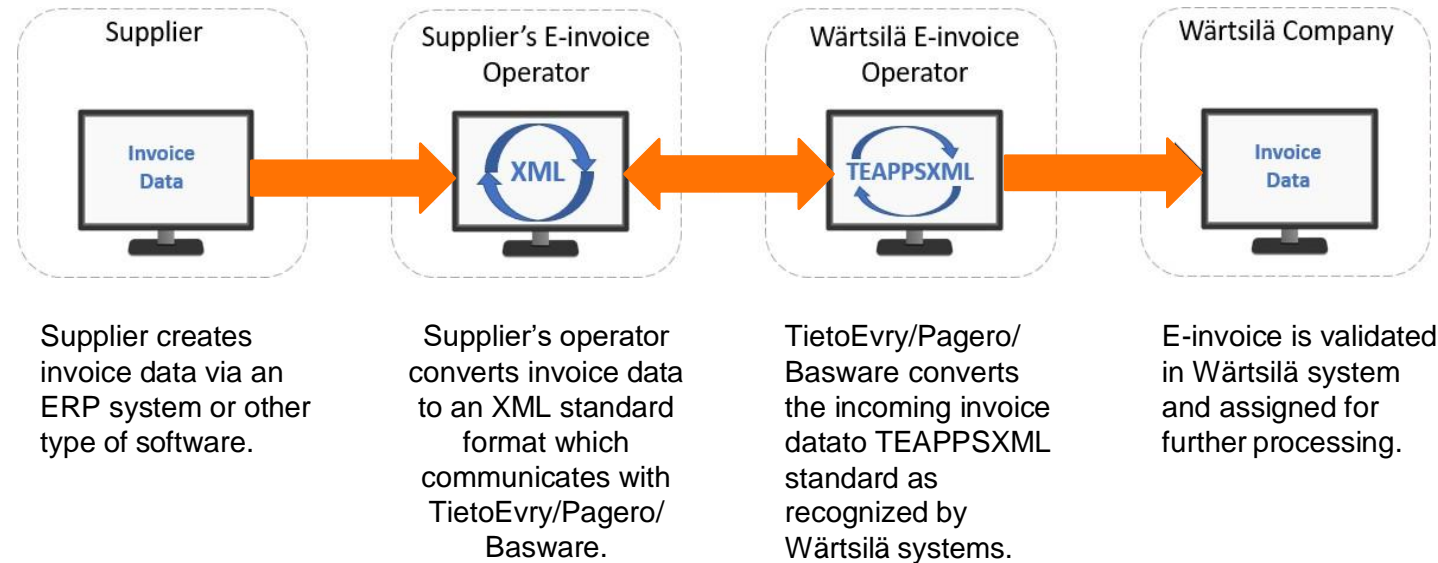
INTRODUCTION

- An e-invoice is created, sent and received electronically. Please note that **PDF Invoice is not e-invoice**.
- E-invoicing can lead to cost savings through elimination of printing, mailing, scanning, processing and archiving costs.
- E-invoicing can also enable better data analysis, improved invoice quality and closer customer relations. It may also reduce a company's carbon footprint.
- Wärtsilä is committed to increase the number of e-invoices received in all our global operations. We are encouraging our suppliers to adopt electronic invoicing in transactions with all Wärtsilä Companies.
- For any questions regarding this material or e-invoicing in Wärtsilä, please contact our e-invoicing team at: invoice.e@wartsila.com



HOW TO SEND E-INVOICES TO WÄRTSILÄ **OPTION 1 - INTEGRATION**

Supplier ERP → Supplier's E-invoice operator → Wärtsilä's E-invoice operator → Wärtsilä's ERP



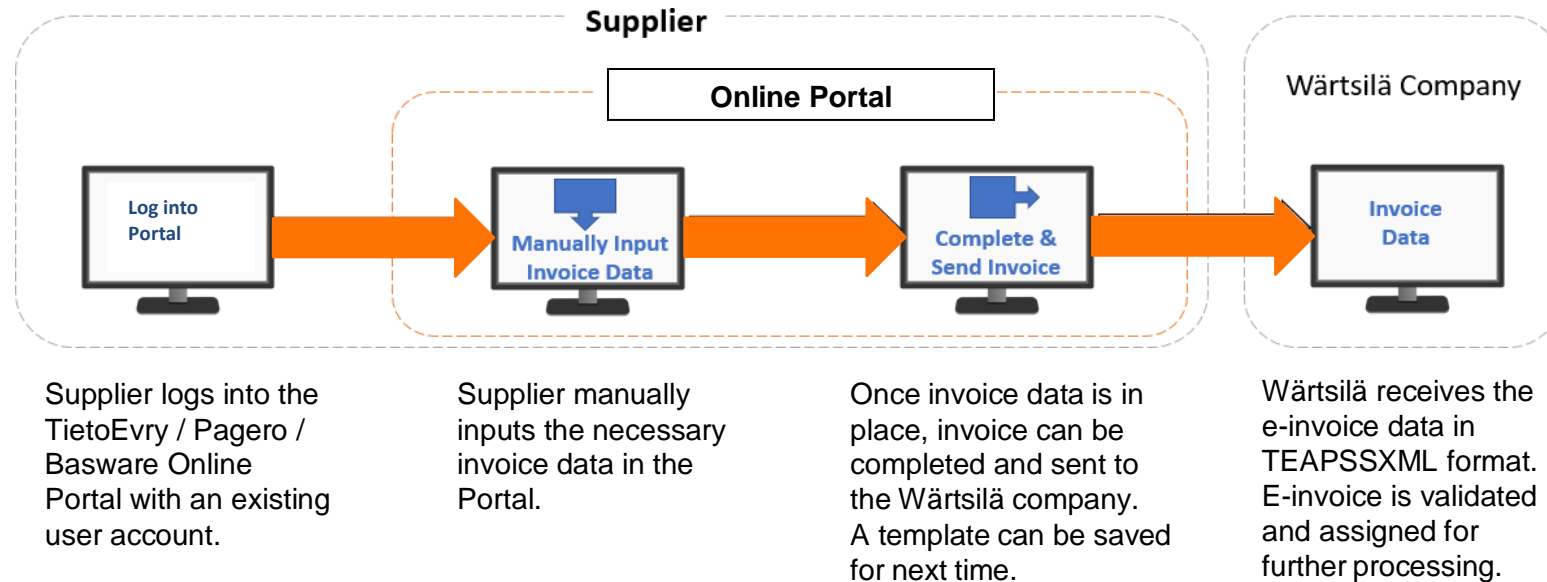
HOW TO SEND E-INVOICES TO WÄRTSILÄ

OPTION 1 - INTEGRATION

- Electronic invoices can be sent to Wärtsilä Companies via an e-invoice operator (VAN operator)
- Our suppliers are free to choose any operator to send e-invoices to Wärtsilä, as long as they have an interconnection agreement with Wärtsilä's own operator (TietoEvry / Pagero / Basware)
- TietoEvry, Pagero and Basware also offer a flexible and efficient PEPPOL connectivity service.
- The list of Wärtsilä Companies accepting e-invoices, their operator and e-invoice addresses can be found [here](#)
- To have TietoEvry as your company's e-invoice operator, a query can be sent to bix.servicedesk@tietoevry.com
- To have Pagero as your company's e-invoice operator, a query can be sent via: <https://www.pagero.com/project-pages/wartsila/>
- To have Basware as your company's e-invoice operator, a query can be sent via: [Basware - Catalog Item \(public\) - Basware Customer Support](#)

HOW TO SEND E-INVOICES TO WÄRTSILÄ **OPTION 2 – ONLINE PORTAL**

Tieto/Pagero/Basware online portal → Input invoice data and send it to Wärtsilä → Wärtsilä Company



HOW TO SEND E-INVOICES TO WÄRTSILÄ

OPTION 2 – ONLINE PORTAL

- As a Wärtsilä partner, you are able to send e-invoices to Wärtsilä companies free of charge via TietoEvy, Pagero and Basware Online Portals. Please be reminded that this offer includes only those e-invoices which are sent to Wärtsilä Companies. As per agreement with TietoEvy, Pagero, Basware also no set-up fee will be charged from our Suppliers when registering to their online portals.
Kindly note that Portal is not intended for uploading PDF documents and serves as a self-service e-invoice creation.
- The list of Wärtsilä Companies accepting e-invoices, their operator and e-invoice addresses can be found [here](#)
- **TietoEvy:** If you would like to use the TietoEvy portal to send e-invoices to Wärtsilä, please contact our electronic invoicing team at invoice.e@wartsila.com to register as a Wärtsilä Partner.
- **Pagero:** If you would like to use Pagero Online to send e-invoices to Wärtsilä, please register via [this link](#).
- **Basware:** If you would like to use Basware Key-in portal, please register via [this link](#).



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