



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 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 if the Konecranes entity you are invoicing has e-invoice receiving capability, check [Appendix 1](#).

2. Via our free-of-charge invoice portal

[Pagero/Konecranes landing page](#) for login and instructions.

3. Via e-mail as PDF invoices

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

If the order is made through SmartBUY, that invoice needs to be sent there too. If you are connected to one of our other 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 AP related 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 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: <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 reminders and statements of accounts and other similar documents must be sent to the invoice queries email address fssc.eu@sharedservicesforyou.com.
- **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 our Purchase Order number on the appropriate invoice field**. 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

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

Invoice format will be created by your Service Provider for E-invoice sending. Please contact your Service Provider 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 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 picture 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 usage of operator ID and E-invoice address are 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](#).

IV. Invoice Portal Instructions

Sending Invoices via Invoice Portal

In case you are not able to send electronic invoices via a service provider, there is 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. E-mail Invoicing Instructions

Sending Invoices via E-mail PDF

If you're not able to send e-invoices or the Konecranes entity you want to invoice does not have e-invoicing available yet, 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](#).

E-mail invoicing is not applicable for suppliers invoicing our Finnish Konecranes companies with a Finnish VAT registration number. Please send your invoices using option 1 or 2 above. Effective as of 1.4.2020 by [HE 256/2018](#).

E-mail requirements

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.

Please 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.

Maximum 10 attachments per e-mail are accepted.

Always place the email address from [Appendix 1](#) in the "To" field. If placed in cc or bcc this will not be accepted.

Reminders, statements and queries have to 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

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.

All entities below can receive e-invoices via our service provider PAGERO, Tax/VAT ID, Organisation ID or other e-invoice addresses can be used to connect for e-invoice sending.

Region EMEA

Company Name	Tax or Org ID	Other E-Invoice Identifiers Service provider: Pagero	E-mail Invoice Address
Austria			
Konecranes and Demag Ges.m.b.H	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		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 0037:003707626583	invoices.fi07@konecranes.com
Konecranes Finland Oy	FI09508951	OVT 003709508951510 PEPPOL 0037:003709508951510	Invoices.fi10@konecranes.com
Konecranes Global Oy	FI27113398	OVT 003727113398 PEPPOL 0037:003727113398	invoices.fi11@konecranes.com
Konecranes Plc	FI09427182	OVT 003709427182 PEPPOL 0037:003709427182	invoices.fi04@konecranes.com
France			
Konecranes and Demag France	FR48726820236	PEPPOL 9957:FR48726820236	invoices.fr02@konecranes.com
Verlinde S.A.S	FR58789456696	PEPPOL 9957:FR58789456696	invoices.fr08@verlinde.com
Germany			
Konecranes GmbH	DE164416080		invoices.de10@konecranes.com
Konecranes GmbH (Port Solutions Düsseldorf)	DE164416080		invoices.de25@konecranes.com
Konecranes Noell GmbH	DE347696539		invoices.de27noell@konecranes.com
Konecranes Noell GmbH (Port Solutions Würzburg)	DE347696539		invoices.de27@konecranes.com
Demag Cranes and Components GmbH (Industrial Equipment)	DE814661567		invoices.de26@konecranes.com
Demag Cranes and Components GmbH (Headquarters)	DE814661567		invoices.de20@konecranes.com
Eurofactory GmbH	DE150526487		invoices.de04@konecranes.com
SWF Krantechnik GmbH	DE183276804		invoices.de05@swfkrantechnik.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	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		invoices.pl02@konecranes.com
Portugal			
Konecranes and Demag, Lda	PT501332766	PEPPOL 9946:PT501332766	invoices.pt20@konecranes.com
Spain			
Konecranes and Demag Ibérica, S.L.U.	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		invoices.se04@konecranes.com
South Africa			
Konecranes Demag Pty Ltd	4600144259		invoices.za02@konecranes.com
Switzerland			
Konecranes and Demag AG	CHE-112.672.980		invoices.ch02@konecranes.com
United Kingdom			
Konecranes Demag UK Limited	GB100109785	PEPPOL 9932:GB100109785	invoices.gb06@konecranes.com

Region Americas

Company Name	Tax or Org ID	E-mail Invoice Address
Canada		
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.	38-1804879	invoices.us20@demagcranes.com

Region APAC

Company Name	Tax or Org ID	E-mail Invoice Address
Australia		
Konecranes Pty Ltd	83738541	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	91310000697208185A	Invoices.cn02@swfkrantechnik.com
Demag Cranes & Components (Shanghai) Co., Ltd	913100006073061885	invoices.cn20@konecranes.com
India		
Konecranes and Demag Private Limited	27130351550V	invoices.in02@konecranes.com
Indonesia		
PT MHE Demag Indonesia	010005890055000	invoices.ID30@konecranes.com
PT MHE Demag Technology Indonesia	861072528017000	invoices.ID31@konecranes.com
Malaysia		
MHE-Demag Malaysia Sdn Bhd	198701003329	invoices.my31@konecranes.com
New Zealand		
Konecranes Pty Ltd/ New Zealand branch	64977083	invoices.nz02@konecranes.com
Philippines		
MHE-Demag (P), Inc	000163723000	invoices.PH30@konecranes.com
Singapore		
KCI Cranes Holding (Singapore) Pte Ltd	199305641E	invoices.sg00@konecranes.com
MHE-Demag (S) Pte Ltd	M200133757	invoices.sg30@konecranes.com
Taiwan		
MHE-Demag Taiwan Company Limited	24517420	invoices.tw30@konecranes.com
Thailand		
MHE-Demag (T) Ltd.	0105517000907	invoices.TH32@konecranes.com
Vietnam		
MHE-Demag Vietnam Company Limited	3700514944	invoices.vn30@konecranes.com