

September 2023

1. The primary way of sending invoices to Valmet is e-invoicing.

Register with <https://r.basware.com/valmet> to see various alternatives to start e-invoicing.

2. The second option we encourage our suppliers to take in case if you have small invoicing volumes towards Valmet and no e-invoicing connectivity **is a free of charge service portal through which you are able to key in your invoices directly.**

1. Create an account to Basware portal <https://portal.basware.com/open/valmet>
2. Activate your account
3. Create an invoice when needed
4. More detailed instructions are found here [send-via-key-in-portal-service_attachment.pdf \(valmet.com\)](#)

3. While we strongly encourage you to send only e-invoices we also offer you a possibility to send invoices by email in PDF format

For more detailed instructions than the summary below, please refer to the complete guide: [Basware.PDF.eInvoice.for.Receiving_EN-US.pdf](#)

Sending the email with PDF invoice/s

- Use the dedicated email addresses for PDF invoices for the correct Valmet unit (please check our invoicing addresses to identify the correct one)
- The email must be addressed to only one PDF email address (@bscs.basware.com)
- The email address must be added to the "TO" field, not "CC" or "BCC"
- You can include in addition a contact person to your email as cc or in the to field if you wish
- The email content field can be left blank as only PDF attachments will be processed
- Each PDF attachment should contain only one invoice with relevant attachments
- The e-mail you send may include multiple PDFs, and each PDF attachment will be processed as a separate invoice.
- Total e-mail size cannot exceed 10 MB
- The service sends notifications for all e-mails received, therefore do not use a no-reply e-mail account (in case of errors, you will not receive the notification of it)
- Please do not send your invoice multiple times, to the email or via different channels to Valmet. This is to avoid delays and errors in the process.
- You will receive an email notification reply for every email you send to the service:
 1. The notification lists all successfully received PDF invoices
 2. In case the email contains invalid attachments, these are not processed and will be listed in the notification. You should check and re-format them as PDF documents. Do not resend PDF invoices that have already been successfully processed. They will result in duplicates and potential delays.
 3. If the email does not contain any attachments, you will be notified accordingly. Please check and send an email containing PDF invoices.
 4. In case the email size exceeds 10MB, it will not be processed, and you will be notified accordingly

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The attachment files

- Invoices are to be attached as PDFs only. Invoices sent in any other format will not be processed.
- The email may include multiple PDF files and each PDF will be processed as a separate invoice
- Each PDF file should contain only one invoice with its relevant attachments
- Only invoices should be delivered using this service (no payment reminders, shipping documents etc)
- The PDF attachment file names can only contain the following characters: [A-Z], [a-z], [0-9], [], [_]
- The file name can be maximum 100 characters long
- PDF version should be 1.4 or higher
- The PDF should not require a password to open
- The first page of the PDF should not be a blank page
- For image-based PDF files (scanned PDF files), the resolution of the image must be 300 dpi (or higher), preference for PDF text-based documents will improve the quality of the capturing data in delivered documents.

Valmet unit-specific invoicing addresses can be found on www.valmet.com/about-us/procurement/how-to-invoice-valmet/

To get more information on invoicing addresses, invoice processing, or inquiries on payments, please send your message to:

fs.info@valmet.com in EMEA

ap.na@valmet.com in North America