

Description	Comments	Field in Supplier portal
Supplier e-invoice address	OVT*, DUNS** or EAN*** code	Automatically from company profile
Supplier name		Automatically from company profile
Supplier address		Automatically from company profile Use remit address in US
Supplier VAT number	Organisation number also accepted	Automatically from company profile
Supplier bank name		Automatically from company profile
Supplier bank account number	Bank account number / IBAN number	Automatically from company profile
Receiver e-invoice address		Automatically based on chosen UPM unit
Receiver invoice unit		Automatically based on chosen UPM unit
Receiver unit's invoice address		Automatically based on chosen UPM unit
Receiver delivery unit		Free text field
Receiver delivery address		Free text field
Buyers reference number / Buyers order number	If not available add Buyers reference person	If order number is not available use "0" or "-"
Buyers reference person		
Invoice number		
Invoice date		
Due date		
Gross amount	Invoice amount including VAT	
Net amount	Invoice amount excluding VAT	
Currency		
Reference number	Delivery note number for goods and time sheet for service	Free text field

Description	Comments	Field in Supplier portal
Purchase Order (PO) number	10 digits UPM PO number	Order Number
Order row number / PO line number	Exact row number as given in UPM's PO	Order Row Number
Description of goods / services		
Delivery date		Use Free text field at the end of the invoice line
Quantity		
Unit price net	Net price per unit	
Net amount	Net price per row	
VAT % / Sales tax %		
VAT amount / Sales tax amount		
Reference number	Delivery note number for goods and time sheet for service	Use Free text field at the end of the invoice line

The invoice must fulfill country specific legislation, e.g.
UPM's VAT registration number according to local statutory requirements

For more detailed information:

* <http://www.tieke.fi/display/Verkottaja/EDI-OVT>

** <http://www.dnb.com/duns-number.html>

*** <http://www.gs1.org/eancom>

