

## Meyer Turku Invoicing Instructions for Suppliers

Latest information is available at Meyer Turku Website: [Contact information](#) | [Location](#) | [Meyer Turku](#)

Meyer Turku accepts only electronic invoices and they should primarily be sent as e-invoices.

### **E-invoice address:**

Meyer Turku Oy  
E-invoices (primary)  
E-invoice address: 0037077201741  
Operator: OpusCapita (E204503)

Invoices can be sent by e-mail only if you are unable to send e-invoices.  
Pdf-invoices by email: [invoice@meyerturku.fi](mailto:invoice@meyerturku.fi)

### **PDF invoice format requirements:**

- One invoice in one PDF file.
  - Maximum size for one attachment or one email in total is 10 MB.
  - Maximum page limit for one attachment (one invoice) is 500 pages.
- One email can contain multiple PDFs.
  - One email can include up to 10 attachments
- If the invoice has attachments, they must be in the same PDF file as the invoice, with the invoice page first.
- PDF files must not be locked, encrypted or password protected.

Meyer companies are not responsible for potential payment delays caused by invoices sent to an incorrect address.

All invoices must be based on purchase orders or specific agreements. One invoice can only refer to one purchase order. Separate invoices must be created for each purchase order if invoicing multiple purchase orders. Purchase order number should be mentioned in the invoice.

Inquiries related to purchase invoices: [invoice.clearing@meyerturku.fi](mailto:invoice.clearing@meyerturku.fi)

## Invoice Content Requirements:

Invoices sent to Meyer must include the following information. If the invoice contents is incomplete, invoice will be returned to the sender and Meyer companies are not responsible for potential payment delays. The following page (3) includes example of invoice that comply with the Invoice Content Requirements. Example of Meyer Turku purchase order on page 4 indicates where to find information required for invoicing.

### 1. Invoice information:

- Invoice number, Invoice date, Payment term, Due date, Bank account number (IBAN), BICC code, Payment reference number
- Invoice type: Invoice/Pro forma/Down payment

### 2. Supplier contact information:

- Name, address and contact details

### 3. Buyer information (Meyer Turku group company):

- Name, address and contact details

### 4. VAT information:

- Supplier VAT number. Buyer (Meyer Turku group company) VAT number. Shipper and consignor VAT number. VAT summary: VAT base per VAT rate, unit price exclusive of VAT, and any discounts or rebates if they have not been taken into account in the unit price. VAT payable per VAT rate. *Note on VAT exemption, reverse charge and other VAT exemptions.*
- Invoice contents must also meet the [VAT invoice requirements - vero.fi](#) applicable in the Finnish legislation.

### 5. Purchase order number:

- Our purchase order number to be added as buyer's reference number. Reference must begin with the Purchase Order number and additional information is to be separated with a slash. Example. 12321312/Purchaser name/department.
- (Contract number or the name of the purchaser/ reviewer /project reference. Secondary option if purchase order number not available)

### 6. Item information:

- Number of the delivery note/time sheet/readiness report: Invoice must contain the number of the reconciling document provided to Meyer Turku
- Item name and description, including Meyer Turku item number
- Item Country of origin and harmonized tariff code for each item (Commodity code): For invoices including delivered goods, each invoice item line must include item specific commodity code.
- Quantity of shipped parcels, pallets, services, hours etc. and special markings
- Net price, VAT rate, VAT amount and total price for each item line, possible discounts and agreed reasons
- Net weight, gross weight and dimensions for each item on CN-code level (package, or separate packing list)
- Date when the goods and services have been delivered
- Address where the goods and services have been delivered
- Any other agreed alignment information must be indicated on the invoice, e.g. VAT related statements

## Example invoice

GFDFG Oy		<b>1.</b> Invoice No: 562783091 Invoice date: 20.05.2025 Due Date: 19.07.2025	
<b>Invoice</b> <b>1.</b>		<b>2.</b> Our reference: Matti Sample <b>3.</b> <b>3.</b> Your reference: Jussi Sample <b>5.</b> Purchase order: 4500001515 Payment reference number: 1596	
<b>Invoice address</b> <b>3.</b> Meyer Turku Oy invoice@meyerturku.fi PL 666 20101 TURKU		<b>Delivery address</b> Meyer Turku Oy P.O. Box 666 <b>6.</b> Telakkakatu 1 FI-20240 Turku Meyer Turku Tax number	
		Terms of Payment: 60 days <b>1.</b> Incoterms: DAP Delivery Note: J765F4	

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Item	Material	Description	Quantity	UM	Unit price	VAT(%)	Disc(%)	Net amount
<b>6.</b> 10	1234	Valve	100	PC	53,00	25,5	0,00	5300,00

Delivery date: 20.05.2025  
Net weight:  
Gross weight: **6.**  
Dimensions:

Country of origin: US  
CN/Tariff Code: 72180000

Subtotal: **4.** EUR 5300  
VAT (25,5%): EUR 1351,50  
Total Payable Amount: EUR 6651,50

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### VAT Breakdown

VAT rate	Net amount	VAT amount
25,5 % <b>4.</b>	5300	1351,50
<i>0,0% Reverse charge applies – Buyer is liable for VAT</i>		0
Total VAT:		1351,50

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GFDFG Oy <b>2.</b> Address 1: Postal Code: City:	Bank Name: IBAN /Account No: Swift Code: Bank Code:	Company Tax No: IBAN/ Account No: Swift Code: <b>1.</b> Bank Code:	Consignor: <b>4.</b> Consignor Tax No:
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- 1.** Invoice information
- 2.** Supplier contact information
- 3.** Buyer information
- 4.** VAT information (*Reverse charge indicated where applicable*)
- 5.** Purchase order number
- 6.** Item information

Meyer Turku purchase order



Vendor  
Address  
FI-00000 CITY

**Purchase order**

<b>Purchase number</b>	→	<b>PO number</b>	4500000161
<b>Buyer information</b>	→	<b>Date</b>	01.01.2010
		<b>Purchaser</b>	Matti Sample
		<b>Technical resp.</b>	Sanna Sample
		<b>Shipping mark</b>	4500000161 / NB 1406
<b>Terms of payment</b>	→	<b>Terms of delivery</b>	DAP MT Incoterms 2020
		<b>Terms of payment</b>	Within 60 Days

**Invoicing address**

Meyer Turku Oy  
invoice@meyerturku.fi

**Invoicing information**

**Electronic invoicing**

Meyer Turku Oy  
E-invoicing address: 0037077201741  
Operator: OpusCapita Solutions Oy  
Operator ID: E204503

**Delivery address**

Meyer Turku Oy  
Telakkakatu 1  
FI-20240 TURKU Finland

**Delivery address**

We hereby order in accordance with our general terms and conditions, which you can find online at: [www.meyerturku.fi](http://www.meyerturku.fi)

**Item information**

Item	Material	Description	Quantity	UM	Unit price	Net amount
1	68779037	23480709, 8	1	PC	2,00	2,00 EUR
	<b>Comp. ID:</b>	71232V347				

D.1406.71200.701.003

Stainless Steel Inside parts

**Price information**

**Delivery date:** 01.01.2010

**Delivery add.:** Meyer Turku Oy  
Telakkakatu 1  
FI-20240 TURKU Finland

**Meyer Turku VAT information**

**Total (without VAT)**

**2,00 EUR**

<b>Address</b> Meyer Turku Oy P.O. Box 666 Telakkakatu 1 FI-20101 Turku, Finland	<b>Contact information</b> first.lastname@meyerturku.fi www.meyerturku.fi +358 10 6700	<b>Bank account</b> Skandinaviska Enskilda Banken (publ) Helsinki Branch Eteläesplanadi 18, 00130 Helsinki, Finland BIC: ESSEFIHX IBAN: FI46 3301 0001 1137 60	<b>VAT No.</b> FI07720174 DE318897846 PL5263443140 LT100015088019 EE102852114	<b>Business ID</b> 0772017-4
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