

HOW TO SEND E-INVOICES TO CARGOTEC

December 12, 2017

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1 Cargotec urges to only use e-invoicing

E-invoicing is the primary way of invoicing for Cargotec. We accept paper invoices only in exceptional cases.

As a Cargotec supplier you can choose the most suitable option for sending e-invoices to Cargotec. All Cargotec companies mentioned on the next page are able to receive e-invoices and invoices can soon be submitted via the Key-in service. **Cargotec strongly encourages its suppliers to send only electronic invoices.**

You have the following options when sending invoices in electronic format to Cargotec companies.

1. Send e-invoices through operator network

- a. Use your existing connection/interoperability
- b. If you are not yet sending e-invoices, our service provider Basware is offering various options to start e-invoicing. Please check for options here: activation site or <http://www.basware.com/solutions/sending-e-invoices>

2. Use the free of charge Key-in service

- a. The online Basware Portal Key-in service will be **available during Spring 2017**. Please inform Cargotec [here](#) if you are interested in being invited to this service. Please share your company name and an email address, and you'll be sent an invitation soon.

Best regards,

CSC Finance Services
Cargotec Corporation

Cargotec and Basware contacts

Company	Contact details
Cargotec (for all Cargotec companies mentioned on next page)	financeservices@cargotec.com
Basware Corporation	For more information about e-invoice sending solutions: activation.services@basware.com
	For Basware customers: https://www.basware.com/

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2 Cargotec companies currently receiving e-invoices through Basware

Country	Company name	E-invoice address	VAT-ID
Finland	Cargotec Oyj	003719274028	1927402-8
	Cargotec Finland Oy	003709868201	0986820-1
	MacGregor Finland Oy	FI25573104	2557310-4
Sweden	Cargotec Sweden AB	00075560145418001	556014-5418
	Hiab AB	SE556981282801	556981-2828
	MacGregor Sweden AB	SE01556883563001	556883-5630

All Cargotec companies sorted in alphabetical order underneath.

Country	Company name	E-invoice address
Australia	Kalmar Equipment (Australia) Pty. Ltd	64078885613
	Cargotec Automation Solutions Australia Pty Ltd	17126580103
	Cargotec Australia Pty Ltd	72097663431
	MacGregor Australia Pty Ltd	DE296302955
Austria	Kalmar Austria Gmbh	ATU25792700
	Hiab Austria Gmbh	ATU69723506
Belgium	Cargotec Belgium NV	BE0413480811
	MacGregor Belgium NV	BE0536249949
China	Kalmar ShangHai	440301763489422
	Kalmar ShenZhen	310141607361080
	Hiab ShangHai	310113772115414
	MacGREGOR (Shanghai) Trading Co	913100006073842662

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Denmark	MacGregor Denmark A/S	DK73452228
Estonia	MacGREGOR BLRT Baltic OÜ	EE101166241
Finland	Cargotec Oyj	003719274028
	Cargotec Finland Oy	003709868201
	MacGregor Finland Oy	FI25573104
	Cargotec Finland Oy - US Kalmar Parts DC	003719274028USA
France	Hiab France SAS	FR76477766505
	KALMAR France SAS	FR38814364220
	MacGregor France S.A.S.	FR68798414132
Germany	Kalmar Germany GmbH	DE115823756
	Hiab Germany GmbH	DE115823756HDE1
	MacGregor Germany GmbH	DE02811264608
	MacGREGOR Beteiligungs GmbH	DE02811264608
Hong Kong	Cargotec Asia Ltd.	14489943-000-03-03-8
	MacGregor (HKG) Limited	DE295491395
India	Cargotec India Private Limited	27570685182
Italy	Kalmar Italia Srl	IT04040170963
	Hiab Italia s.r.l.	09090290967
	MacGregor Italy S.r.l.	IT02220750992
Japan	Cargotec Japan Ltd.	858009700
Malaysia	Cargotec Terminal Solutions (Malaysia)	001367498752
	Bromma (Malaysia) Sdn Bhd	000255131648
Netherlands	Kalmar Netherlands B.V.	NL811297469B03

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	Cargotec Holding Netherlands B.V	NL008782544B01
	Hiab Benelux B.V.	NL856196423B01
	MacGregor Netherlands B.V.	NL01852981697B01
	MacGregor Netherlands Holding B.V.	NL02852981697B01
Norway	Hiab Norway AS	NO914248965
	Kalmar Norway AS	NO914287987MVA
	MacGregor Norway AS	914248965
Poland	Cargotec Poland Sp. z o.o.	PL7781008163
	MacGregor Poland Sp. z o.o.	PL2040004198
Russia	Cargotec RUS LLC	7839339164
Singapore	Cargotec CHS Asia Pacific Pte Ltd.	199404157W
	MacGregor Pte. Ltd.	201311633G
South Africa	KALMAR INDUSTRIES SOUTH AFRICA (PTY) LTD	4380224552
Spain	Cargotec Iberia SA	ES50025287A
	Hiab Iberia, S.L.U.	ESB87479077
Sweden	Cargotec Sweden AB	00075560145418001
	Hiab AB	SE556981282801
	ME Real Estate Ljungby AB	SE559051784201
	MacGregor Sweden AB	SE01556883563001
	Koffert Sverige AB	00075561139154999
	Cargotec Patenter HB	00075561139154999
	Zeteco AB	00075561139154999
	Cargotecholding Sweden AB	00075561139154999

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	Cargotec Patenter AB	00075561139154999
UK	Hiab Limited	GB945684087
	Kalmar Limited	GB225609806
	MacGregor (GBR) Limited	GB173906686
USA	Cargotec Holding Inc.	0060581730881
	Hiab USA Inc.	0060510097536
	Kalmar USA Inc	0060464241455
	Kalmar Parts USDC	003719274028USA
	Cargotec Crane and Electrical Services Inc.	0060464249682

Service Provider Details

All e-invoices sent to Cargotec go through Basware, the e-invoice service provider for Cargotec.

Service provider	Service provider ID	Contact and Support
Basware Corporation	BAWCFI22	https://www.basware.com/

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3 General invoice requirements

3.1 Invoice types

All invoices distributed to Cargotec need to have a supported invoice type. It should be noted that some invoice types might require additional content information which needs to be agreed with Cargotec before sending the invoices.

i. Single invoices

Cargotec prefers all invoices to be sent as single invoices. This ensures increased automatic invoice handling and allows for Cargotec to settle your invoices promptly.

ii. Collective invoices

Although it is possible to distribute collective invoices also electronically, Cargotec strongly advises against it, as this will diminish the possibilities for automatic invoice handling. Collective invoices might also require a customer specific layout, increasing cost for all involved parties.

iii. Specific requirements for specific suppliers

In addition to the requirements presented in this document some suppliers might be required to enclose additional information, such additional requirements will be regulated by your agreement with Cargotec.

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3.2 Required invoice information

The table below lists which information should be included in your invoices to Cargotec. Most of this information is required by law, while the other fields are important to enable automating invoice handling for Cargotec.

In addition to the information listed below legal requirements for sending and receiving countries must be taken into account.

Type of information	Comment	Mandatory
Supplier's e-invoicing address		In e-invoices
Supplier's name		X
Supplier's address		
Supplier's VAT ID or other business identification number		X
Supplier's bank account number / IBAN		X
Customer's name	Please verify that you are addressing the e-invoice to the correct Cargotec unit. (See Ch. 2)	X
Customer's e-invoicing address		In e-invoices
Customer's delivery address		X
Customer's legal invoicing address		x
Invoice number		X
Invoice date		X
Due date		X
Gross amount	Invoice sum including VAT	X
Net amount	Invoice sum excluding VAT	X
Currency	Three-digit currency code	X
Customer's reference	All invoices should contain the full name (first name & last name) of the purchaser	
Reference number/person	<ol style="list-style-type: none"> 1. The PO-number in invoices with PO-number is mandatory. 2. If no-PO, the full name of the purchaser (first name & last name) and cost-assignment for example the cost center or WBS-element. 	x

3.3 Purchase order related invoices

If the invoice is related to a Cargotec purchase order then, the PO number must be specified on the invoice. Cargotec prefers that one invoice contains items from only one purchase order.

3.4 Other documents

Only invoices, credit and debit notes can be sent through this process. Reminders should be sent to supplier.queries@cargotec.com

Any other documents or materials should be sent directly to your Cargotec contact person.

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4 Sending invoices to Cargotec

4.1 E-invoices

4.1.1 E-invoice format

Cargotec is able to receive invoices in all relevant standardized xml formats. In this document the usage of the latest version of XML format is assumed. Please contact Basware or your e-invoicing service provider for a detailed format description.

Any enclosed invoice images to be shown 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. This generated image might not include all the information you would like to share. Therefore, it is recommended to include a PDF/TIFF-copy of your invoice to be presented to the receiver.

4.1.2 You are already sending e-invoices to other customers through a service provider

As Cargotec supplier, you can start sending e-invoices to the e-invoice addresses in table above (section2.) right away. We recommend you to notify Cargotec, before sending the first e-invoice.

If you are already sending e-invoices to other customers and have an agreement with an e-invoice service provider, check if your operator is connected to Basware network. Basware has agreements with many e-invoice service providers in the Nordic countries, Europe and USA. The network members are listed here: (https://kb.basware.com/sites/default/files/interop-operators-kb-2017_0.pdf). If your service provider is in the list, please proceed with these instructions from STEP1.

If your service provider is not on this list, please ask your service provider to fill in the operator questionnaire. Download from here: https://kb.basware.com/sites/default/files/basware_operator_questionnaire.pdf.

STEP 1. Contact your e-invoicing service provider

If you are already cooperating with an e-invoicing service provider (operator), please contact the service provider and ask them to ensure that they are connected to Basware and are able to route the e-invoices to Cargotec through Basware e-invoice service.

Basware Service Provider ID is BAWCFI22. Cargotec e-invoice addresses are legal company specific, see table in section 2. for more.

STEP 2. Create and submit an e-invoice

Generate an e-invoice according to the content requirements listed in this document. In order for Cargotec to be able to automate the invoice handling, it is important that you include all fields that have been marked as mandatory on your e-invoice.

An e-invoicing address identifies the invoice sender and the invoice receiver. The e-invoice needs to contain both the supplier's and Cargotec's e-invoicing address. More information about Cargotec's e-invoice addresses can be found in section 2. of this document.

The supplier needs to have an e-invoicing service provider (operator) submit the e-invoice via Basware to Cargotec. See here for list of Basware partners. Please contact at first hand your e-invoicing service provider and ask them to route the e-invoice to Basware. Basware service verifies and converts the invoice according to the Cargotec's requirements, and forwards it to Cargotec. If you or your e-invoicing service provider needs help during this process, please ask them at first hand to follow the agreement with Basware and if that does not work ask Basware for help. Please remember that sending e-invoices many times requires some coordination with your Account Receivables department.

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It is not necessary to send test-invoices. If you want to send a test invoice before sending an e-invoice, please send the information to financeservices@cargotec.com. You should mention the invoice number and vendor name in the e-mail and we will confirm if the invoice has been received.

4.2 Sending invoices free of charge via Key-in Service

1. **Not yet having an e-invoicing solution and interested in a free of charge service?** If you send less than a 100 invoices per year, Cargotec provides you the opportunity to send e-invoices via the Key-in service. This invoice sending solution is free of charge for Cargotec's suppliers. **The service will be available during Spring 2017.** Please fill your company's name and your email address to the form [here](#) and Cargotec will send you an invite, when the service is available.

More about the Key-in service. The Basware Portal Key-in for Suppliers service has an intuitive web user interface that allows you to submit invoices to Cargotec. You can enter basic header level data and row level data. The Key-in service is easy to use and free of charge for your company. The input data is validated in real time. The validation rules cover available input fields and control of mandatory field information. You receive immediate feedback if the validation criteria are not met.

2. **Already using a portal to submit invoices to Cargotec?** If your company is already using a free of charge portal for submitting invoices to Cargotec, please continue to do so, until Cargotec asks you to shift to the Key-in service.

4.3 Other options available

If you are currently unable to send e-invoices and are interested in hearing more about e-invoicing alternatives, please contact Basware for assistance. Basware can be contacted by either sending an email in English language to: activation.services@basware.com or by filling in the form for Full range of Basware solutions on the Cargotec's [activation page](#). One of the solutions available is described underneath at chapter 4.3.1.

For additional information about different e-invoice sending options:
<http://www.basware.com/solutions/sending-e-invoices>

4.3.1 PDF e-invoice for sending

Basware PDF e-Invoice for sending is an easy way to send e-invoices. You can start sending e-invoices without changing your current processes. Basware PDF e-Invoice requires no integration or IT resources and is suitable for businesses of all sizes. The invoices can be sent by email as PDF attachments or generated straight from the billing system. PDF e-Invoice converts them into e-invoices. Your customers can receive the invoices in XML-format e-invoices or as PDFs to an email address.

Getting started with the service is easy. Just subscribe the service and send Basware a few sample invoices. After a brief testing phase your company will be able to send all your invoices to the Basware Network. With Basware PDF e-Invoice you are able to support all your customers' requirements for e-invoicing – line level data and attachments supported.

No start-up fee. Watch the video to learn more: <http://www.basware.co.uk/knowledge-center/invoice-pdf-e-invoice-video>