

To responsible for customer accounts/ billing coordinator

Invoice addresses and transition to electronic invoicing

We at Nordic Paper have transitioned to handling our supplier invoices electronically.

We have developed three alternatives for you to deliver your invoices. At firsthand, we want E-invoices, and secondarily, we want PDF-invoices.

E-invoice

- For You already sending us **electronic invoices**, we ask You to contact your e-invoice operator (VAN-operator) and ask them to do the set-up, in accordance with the information in the attachment. GLN-number for each Nordic Paper company is found in the attachment.
- VAN-operator: Scancloud AB (Addett)

E-invoice Peppol

- For You sending us electronic invoices via the European standard PEPPOL, use peppol-ID in accordance with the attachment.
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PDF-invoice

- If You, from your enterprise resource planning system, can print out your invoices as PDF-files, you should send these to the e-mail address for each individual company stated in the attachment. One invoice per PDF-file, if the invoice have an appendix this should be attached in the same pdf-file as the invoice. **OBS!** Scanned PDFs will not be accepted.

Possible order number, is always consisting of six digits and MUST be in the *order field*. Other reference information, should be in the *reference field*. Reminders or others is sent to ekonomi@nordic-paper.com

How do I get started?

If you need help or have any questions regarding electronic invoicing, or if you cannot send invoices in accordance with any of the electrical alternatives above, please contact our contractor Scancloud AB at their mail: edi-relations@scancloud.se.

Technical questions are asked to Scancloud Support at mail: edisupport@scancloud.se.

Attachment, addresses to respective company:

Nordic Paper Bäckhammar AB

Org.no. 556044-8952

- Peppol ID: 0007:5560448952
- GLN-number: 7365560448956
- PDF-invoice: np-backhammar@pdf.scancloud.se
- Billing address: Nordic Paper Bäckhammar AB
FE-240 Scancloud
831 90 Östersund

Nordic Paper Åmotfors AB

Org.no. 556209-7294

- Peppol ID: 0007:5562097294
- GLN-number: 7365562097299
- PDF-invoice: np-amotfors@pdf.scancloud.se
- Billing address : Nordic Paper Åmotfors AB
FE-241 Scancloud
831 90 Östersund

Nordic Paper Seffle AB

Org.no. 556000-2221

- Peppol ID: 0007:5560002221
- GLN-number: 7365560002226
- PDF-invoice: np-seffle@pdf.scancloud.se
- Billing address: Nordic Paper Seffle AB
FE-242 Scancloud
831 90 Östersund

Nordic Paper Greåker AS

- Peppol ID 9908:983633080
- PDF-invoice: np-greaker@pdf.scancloud.se
- Billing address: Nordic Paper Greåker AS
FE-243 Scancloud
831 90 Östersund

Nordic Paper Holding AB

Org.no. 556914-1913

- Peppol ID: 0007:5569141913
- GLN-number: 7365569471919
- PDF-invoice: np-holding@pdf.scancloud.se
- Billing address: Nordic Paper Holding AB
FE-244 Scancloud
831 90 Östersund

Kind regards

Accounting administration
Nordic Paper
ekonomi@nordic-paper.com