

PAPER INVOICES - SUPPLIER GUIDE

How to send **Paper Invoices** to
Esprit



Suppliers follow the
Supplier Guide



Esprit improves purchase to
payment cycle and process



Invoices are paid faster,
saving you time and money



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Esprit is moving to electronic invoicing

This guide contains detailed instructions on how to send paper invoices to Esprit. We strongly encourage our suppliers to send electronic invoices via email, however if that is not possible we also accept paper invoices.

If you have questions about sending invoices to Esprit, please do not hesitate to contact us as per below:

Esprit	Questions regarding invoice content	Contact person in Esprit for the respective invoice
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1. Invoice Quality

In order for Basware to be able to process the invoice, the following minimum quality requirements should be observed:

- Only typed documents accepted, **no handwritten documents**
- The invoice **needs to contain the unique identifier** for the receiving Company Unit in Esprit. The Unique Identifier for Esprit can be found in section **3. Sending Address**
- The characters and numbers on the invoice need **to be clear and easily readable**
- Minimum **resolution of 300 DPI** (in case of scanned documents)
- Documents with **paper density of minimum 80 g/m²**
- Documents printed with a **dot matrix printer are NOT accepted**
- The relevant text should **not have dark background boxes** that make the reading difficult
- All the important information **should contain a "label" or "key word" in front**
- In case you are sending multiple invoices in one envelope, **please insert separators between the invoices** (invoice 1 + attachments / separator / invoice 2 +attachments / separator / etc). The separator can be a blank page.



2. Content

The PO Box is monitored by Basware and Esprit has no access to it. As such, please use this PO Box only for invoices and credit notes. For the other documents please follow the instructions below:

- **Other invoice related documents** (e.g. reminders, balance statements): should be sent directly to Esprit offices. In case you send them to the PO Box of Basware, these documents will be shipped to Esprit once a week, therefore please expect delays in reactions.
- **Non-Invoice related documents** (e.g. marketing material, invitations): should be sent directly to Esprit offices. In case you send them to the PO Box of Basware, these documents will be destroyed.

3. Sending Address

In the future no invoices will be received directly by Esprit. Please send all your paper invoices to the following addresses listed in the table below.

!!!! Since this is a PO BOX, the maximum envelope size is: 229 mm x 324 mm x 16 mm.

!!! Please always take care to include the unique identifier in the Address Field for the receiving Company Unit in Esprit

Receiving Country	Esprit Company Unit	Physical address
Germany	Esprit Cares Trust gGmbH	Esprit (Postfach 4708) 12678 Berlin Germany, ++DECT++
	Esprit Card Services GmbH	Esprit (Postfach 4708) 12678 Berlin Germany, ++DECS++
	ESPRIT Global Image GmbH	Esprit (Postfach 4708) 12678 Berlin Germany, ++DEEA++
	ESPRIT Europe GmbH	Esprit (Postfach 4708) 12678 Berlin Germany, ++DEEG++
	ESPRIT Europe Services GmbH	Esprit (Postfach 4708) 12678 Berlin Germany, ++DEES++
	ESPRIT Design & Product Development GmbH	Esprit (Postfach 4708) 12678 Berlin Germany, ++DEPD++
	ESPRIT Retail BV & Co KG	Esprit (Postfach 4708) 12678 Berlin Germany, ++DERB++
	ESPRIT Wholesale GmbH	Esprit (Postfach 4708) 12678 Berlin Germany, ++DEWG++
Austria	ESPRIT Handelsgesellschaft m.b.H.	Postfach 0009 1043 Wien
Belgium	ESPRIT Belgie Retail N.V.	Esprit Belgie Retail, Pobox 10000, 1930 Zaventem
	ESPRIT Belgie Wholesale N.V.	Esprit Belgie Wholesale, Pobox 10001, 1930 Zaventem
Denmark	ESPRIT de Corp Danmark AS	Esprit, PL 1434, 00026 Basware, ++DKDA++
Finland	ESPRIT de Corp Danmark A/S Filial in Finland	Esprit, PL 1434, 00026 Basware, ++FIDA++
France	ESPRIT de Corp France SAS	TSA 10186 69934 LYON CEDEX 20
Ireland	ESPRIT Ireland Distribution Ltd	Postbus 0205, 5800 AD VENRAY, Maasheseweg 85 Venray, ++IEGL++
Luxembourg	ESPRIT Luxembourg S.à.r.l.	Esprit Luxembourg S.a.r.l., Pobox 10002, 1930 Zaventem
Netherlands	ESPRIT Holdings II B.V.	Postbus 0205, 5800 AD VENRAY, Maasheseweg 85 Venray, ++NLB2++
	ESPRIT Europe B.V.	Postbus 0205, 5800 AD VENRAY, Maasheseweg 85 Venray, ++NLEB++
	ESPRIT Europe Holdings B.V.	Postbus 0205, 5800 AD VENRAY, Maasheseweg 85 Venray, ++NLEH++
	ESPRIT Nederland B.V.	Postbus 0205, 5800 AD VENRAY, Maasheseweg 85 Venray, ++NLNB++
Norway	ESPRIT Norway A/S	Esprit, PL 1434, 00026 Basware, ++NOAS++
Sweden	ESPRIT Sweden AB	Esprit, PL 1434, 00026 Basware, ++SESA++
Switzerland	ESPRIT Switzerland Distribution AG	Postfach 260, 8901 Urdorf
	ESPRIT Switzerland Retail AG	Postfach 261, 8901 Urdorf
UK / Great Britain	ESPRIT GB Ltd.	Postbus 0205, 5800 AD VENRAY, Maasheseweg 85 Venray, ++GBGL++

4. Invoice delivery

Basware monitors the PO Box, opens the letters and sorts invoices from non-invoices. The documents are then scanned and inspected with the OCR (Optical Character Recognition) tool and the important data is extracted.

Esprit will receive digitally the extracted data along with the PDFs created from your documents. To find out the status of your invoice then please contact your Esprit contact person for that respective invoice.

A. Mandatory content requirements for Paper Invoices

Prior to sending your paper invoice, make sure the fields marked with mandatory in the table below are included on your invoice. If one of the fields marked as mandatory is not found on your invoice, your invoice will be rejected. The table below should serve as indication only. At all times please ensure compliance with the legal requirements and any additional requests from the contact person in Esprit. In case of non-compliance, we reserve the right to reject your invoice at any point in time.

Invoice sent to:		DE	AT	BE	CH	DK	FI	FR	IE	LU	NL	NO	SE	UK
General Information														
Invoice number		M	M	M	M	M	M	M	M	M	M	M	M	M
Key word that indicates if the documents is debit (e.g. Invoice, Sales Invoice, Commercial Invoice, Advance invoice, Debit note, Bill) or credit (e.g. credit note, Adjustment Note, Credit memo, Correction Invoice, Invoice Cancellation). The list included above is not exhaustive and the keywords are different depending on the invoice language.		M	M	M	M	M	M	M	M	M	M	M	M	M
If credit note, reference to erroneous invoice		*	*	*	*	*	*	*	*	*	*	*	*	*
Doc Date (Invoice date) - invoice is rejected to the sender by email, if the date is not a valid calendar date.		M	M	M	M	M	M	M	M	M	M	M	M	M
Due Date		*	*	*	*	*	*	*	*	*	*	*	*	*
Delivery Date / Month Of Delivery Date		M	M	M	M	*	*	M	*	*	*	*	*	*
Currency		M	M	M	M	M	M	M	M	M	M	M	M	M
Purchase Order Number		*	*	*	*	*	*	*	*	*	*	*	*	*
Customer Reference (email address / full name of the person in Esprit)		R	R	R	R	R	R	R	R	R	R	R	R	R
Contract Number		*	*	*	*	*	*	*	*	*	*	*	*	*
Customer Information (Esprit)														
Full name of customer (company name)		M	M	M	M	M	M	M	M	M	M	M	M	M
Full address of the customer (company address)		M	C2	M	M	M	M	M	M	M	M	M	M	M
Customer VAT number		*	C3	M	*	*	*	M	M	M	M	*	*	M
Supplier Information														
Full name of the sender (Supplier Name)	P	M	M	M	M	M	M	M	M	M	M	M	M	M
Full address of the sender (Supplier Address)	P	M	M	M	M	M	M	M	M	M	M	M	M	M
SIREN / SIRET / RCS								C1						
The VAT identification number or other appropriate business	P	*	C2	M	M	*	*	M	M	M	M	*	*	M

Invoice sent to:		DE	AT	BE	CH	DK	FI	FR	IE	LU	NL	NO	SE	UK
identification (e.g. local tax number) of the supplier														
IBAN (bank account in IBAN format)		*	*	*	*	*	*	*	*	*	*	*	*	*
SWIFT (BIC)		*	*	*	*	*	*	*	*	*	*	*	*	*
Sender Bank Account (local format)		*	*	*	*	*	*	*	*	*	*	*	*	*
Payment Reference (Maksuviite, OCR nummer, KID nummer)		*	*	*	*	*	*	*	*	*	*	*	*	*
ESR Account Number					*									
ESR Number					*									
Summary														
Net amount (VAT excluded)		*	C2	M	*	M	M	M	M	M	M	M	M	M
Gross amount (VAT included)		M	M	M	M	M	M	M	M	M	M	M	M	M
Freight		*	*	*	*	*	*	*	*	*	*	*	*	*
VAT rates applied		*	M	M	M	*	M	M	M	M	M	*	*	M
Break-down of the taxable amount (excluding VAT) per VAT rate or exemption		*	C2	M	M	*	*	M	M	M	M	*	*	M
Break-down of the VAT amount per VAT rate or exemption		*	C2	M	M	*	*	*	*	*	M	*	*	*
Total VAT amount payable (total VAT amount)		*	C2	M	M	M	M	M	M	M	M	M	M	M

R	Recommended – this field should be filled especially for the invoices without a Purchase Order. This will ensure that the invoice gets routed without delay to the correct person for the reviewing and approval.
P	Field in Basware tool is populated from the information supplier provides when registering on the portal. If the information changes then the supplier needs to open the Basware registration and update this information.
M	Mandatory. The invoice is rejected to the sender by e-mail, if the field is not found on the invoice.
*	Optional - this field should be filled where applicable or where the information is available. In the cases where the tax regulations require it, the field should be considered mandatory as well. Captured if this data is found on the first invoice the supplier sends into the service. The invoice data must be found on the invoice in a machine-readable format. The supplier should make sure that the first invoice sent into the system contains all the possible fields so that the fields are correctly mapped. (e.g. send and invoice with PO number rather than an invoice without a PO number)

C1	Mandatory for French suppliers sending invoices to Esprit France
C2	Mandatory for Invoices with Gross Amount > EUR 400
C3	Mandatory for Invoices with Gross Amount > EUR 10.000