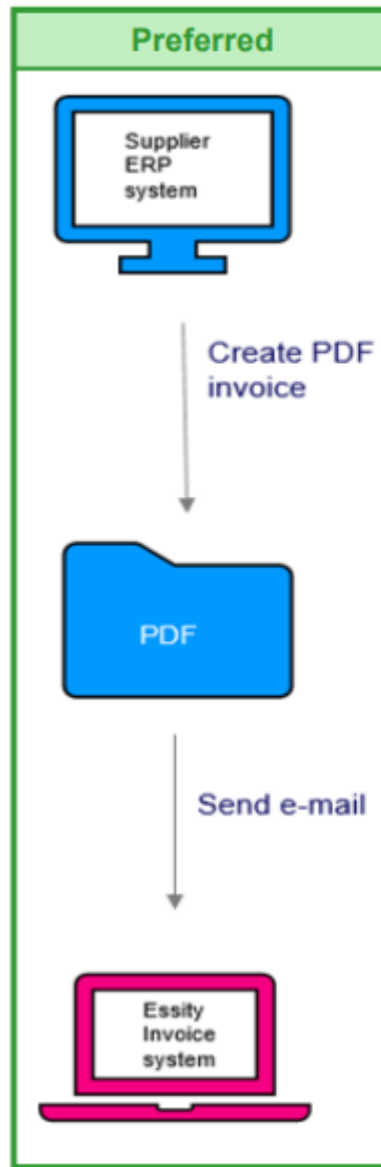


Invoicing to Essity

Dear supplier,

- ❖ PDF invoice transmission assures cost savings, faster transfer and supports us with the optimization of the processing times for your invoices.
- ❖ To ensure sufficient invoice quality, please send them as a text PDF. Please create your PDF file directly from the original electronic document - avoid printing and scanning your invoice.
- ❖ Send your invoices to the correct [Accounts Payable email address](#).



General invoice requirements

File content
<ul style="list-style-type: none">✓ Your invoice only needs to be submitted once (→ please select relevant E-Mail address from the list of Essity companies attached)✓ Only one invoice per PDF file✓ Invoices with more than one page should not be split into separate PDF documents✓ Multiple invoices can be submitted in a single E-Mail✓ Any attachments with information relevant to the invoice need to be sent in the same PDF document. The invoice needs to be placed on the first page of the PDF document.

Efficient invoice handling process + timely payment of the invoice amount

Invoice Requirements Essity
<ul style="list-style-type: none">▪ Correct Essity invoicing address▪ Essity VAT number (if applicable)▪ Supplier legal company name▪ Supplier VAT number (if applicable)▪ Supplier address▪ Supplier telephone number & email address▪ Essity reference person▪ Purchase Order Number + line item (if applicable)▪ Invoice date▪ Invoice number▪ Detailed information about invoiced goods and/or service▪ Payment terms & due date▪ Bank details - IBAN, SWIFT, bank account, Swedish bankgiro etc. (if applicable)▪ Invoice currency▪ Total invoice amount▪ Net amount (if applicable)▪ VAT amount & VAT % (if applicable) <p>→Please avoid handwritten details on the invoice</p>