

The background of the slide features a photograph of a forest with tall, thin trees. Overlaid on the right side of the image is a large, semi-transparent white circular graphic that resembles a stylized sun or a large letter 'G'. Within this circle, there is a white geometric heart shape composed of interconnected lines forming a complex, crystalline pattern.

IKEA/Ingka Invoice requirements Finland

**Information and requirements to support a
smooth invoicing process**

INGKA®



Content

- 1 **IKEA/Ingka companies in scope**
- 2 **Invoice Requirements**
- 3 **Invoicing methods**
- 4 **Pdf invoicing instructions & addresses**
- 5 **Postal addresses for paper invoices**
- 6 **How to get support & FAQ**

Company addresses in scope^{*}

Company code	Company	Company address
2500	IKEA OY	Espoontie 21 B, ESPOO 2740, FI
4320	IKEA Real Estate OY	Espoontie 21 B, ESPOO 2740, FI
2502	Ajos Wind Oy	Espoontie 21 B, ESPOO 2740, FI
4324	Ponsivuori Wind Oy	Espoontie 21 B, ESPOO 2740, FI
5351	Verhonkulma Wind Oy	Espoontie 21 B, ESPOO 2740, FI
5350	Ribäcken Vindpark Ab	Espoontie 21 B, ESPOO 2740, FI
5349	Långmossa Park Ab	Espoontie 21 B, ESPOO 2740, FI

* Ingka Centres excluded

Invoice requirements

As supplier you are responsible for making sure your invoice contains all necessary information, as per below, and complies to all local legal requirements

Supplier information

- Company name
- Street address
- Zip-code
- City
- Contact email address
- **EU VAT number**
- In case of **EU bank accounts**: IBAN number, SWIFT, Bank name
- In case of **NON-EU bank accounts**: account number, SWIFT, routing number (ABA/ACH/Wire/Bank code/CNAPS/IFSC Code), bank
- Currency
- Payment terms

IKEA/INGKA information

- **IKEA** full entity **name**
- **Store** name/number (if applicable)
- Store/IKEA entity **address**
- **IKEA VAT** number
- Contact name at IKEA

Purchase Order information (PO)

- Correct **PO number**
- If you have multiple entities with different account/VAT numbers, please ensure that the **invoice is issued with the details provided in the received order**
- Ensure the product **quantity** and **price** match the received order.
- Use the same **product description** as in the received order.
- Follow the **same sequence of products** on the issued invoice as in the received order.

Additional information

- Ensure the document includes an invoice number, using terms like **“Rechnung”** or **“Invoice”**.
- For **credit notes**, ensure that the original **invoice reference number** is included.
- If you are invoicing for a service, please make sure you state where the service was carried out

Invoicing methods in Finland

IKEA promotes a more efficient and environmentally friendly handling of supplier invoices and recommends suppliers to send electronic invoices (e-invoices).

- ✓ **Electronic invoices via Tieke – OpusCapita** – see page 6
- ✓ PDF Attachment to Email – See slides 8-9
- ✓ PO Flip via SAP Ariba Network
- ✓ Paper invoices



Electronic Invoicing via Tieke

If you are a Finnish supplier sending electronic invoices to us via Tieke our service provider is OpusCapita, since 1st October 2025.

To make sure your invoices reach us correctly please update the operator code/Service ID to: E204503

E-invoicing Addresses in scope (OVT codes)

Company code	Company	E-invoice address	Type	Operator ID	Operator name
2500	IKEA OY	003721491726019	0216	E204503	OpusCapita Solutions Oy
4320	IKEA Real Estate OY	003721491742085	0216	E204503	OpusCapita Solutions Oy
2502	Ajos Wind Oy	003726955788030	0216	E204503	OpusCapita Solutions Oy
4324	Ponsivuori Wind Oy	003728800114033	0216	E204503	OpusCapita Solutions Oy
5351	Verhonkulma Wind Oy	003725496903039	0216	E204503	OpusCapita Solutions Oy
5350	Ribäcken Vindpark Ab	003725193718038	0216	E204503	OpusCapita Solutions Oy
5349	Långmossa Park Ab	003725546843037	0216	E204503	OpusCapita Solutions Oy

Information for sending invoices as PDF attachments

If electronic invoicing isn't possible, pdf invoices are allowed but please ensure the below requirements are met, else there is a risk of having the invoice rejected.

- **There is one email address per legal/buyer entity** (Please refer to next page).
- The email address must be entered in the recipient "TO" field in the email message. Multiple email addresses are not supported in "TO"-field.
- Only PDF attachments are accepted.
 - Supported and required PDF formats: 1.2, 1.3, 1.4, 1.5, 1.6, 1.7 and PDF/A-1, PDF/A-2, PDF/A-3
 - If an email also contains other non-valid attachments (i.e. .docx) only the PDF attachment will be processed, and rest of the attachments will be ignored without any acknowledge to Sender or Customer.
 - One attachment is one invoice. If one attachment includes several invoices, they are handled as one
- One attachment must contain both invoice and its appendixes. If the invoice and its appendixes are in separate files, they are not handled as one invoice. The separate appendix is rejected.
- One email can include up to 10 attachments.
- Maximum size for one attachment or one email in total is 10 MB.
- Maximum layout size for an attachment is 8.5 x 11 (no minimum size limitation).
- Maximum page limit for one attachment (one invoice) is 500 pages.
- PDF files cannot be encrypted or password protected.
- Fonts need to be included in the PDF if it contains text layouts.
- The email shall follow standard protocols Java based encoding, MIME 1.0/1.1 with RFC 5322, 2231 and 2045.

PDF Email Addresses in scope

Company code	Company	PDF email addresses
2500	IKEA OY	ikea000002-fi-2500-idf1@pdfinbound.com
4320	IKEA Real Estate OY	ikea000002-fi-4320-idf1@pdfinbound.com
2502	Ajos Wind Oy	ikea000002-fi-2502-idf1@pdfinbound.com
4324	Ponsivuori Wind Oy	ikea000002-fi-4324-idf1@pdfinbound.com
5351	Verhonkulma Wind Oy	ikea000002-fi-5351-idf1@pdfinbound.com
5350	Ribäcken Vindpark Ab	ikea000002-fi-5350-idf1@pdfinbound.com
5349	Långmossa Park Ab	ikea000002-fi-5349-idf1@pdfinbound.com

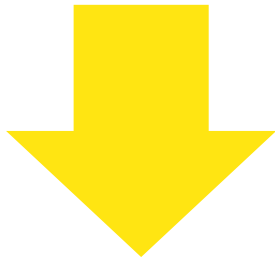
Postal addresses for paper invoices

Company code	Company	Paper invoice addresses
2500	IKEA OY	ecitFI21491726, Box 7002, 831 07 ÖSTERSUND, Sweden
4320	IKEA Real Estate OY	ecitFI21491742, Box 7002, 831 07 ÖSTERSUND, Sweden
2502	Ajos Wind Oy	ecitFI26955788, Box 7002, 831 07 ÖSTERSUND, Sweden
4324	Ponsivuori Wind Oy	ecitFI28800114, Box 7002, 831 07 ÖSTERSUND, Sweden
5351	Verhonkulma Wind Oy	ecitFI25496903, Box 7002, 831 07 ÖSTERSUND, Sweden
5350	Ribäcken Vindpark Ab	ecitFI25193718, Box 7002, 831 07 ÖSTERSUND, Sweden
5349	Långmossa Park Ab	ecitFI25546843, Box 7002, 831 07 ÖSTERSUND, Sweden

How to get Support

Finance Support

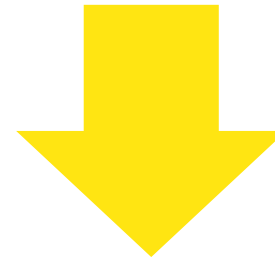
- Invoice Status
- Invoice Dispute
- Remittance Advice
- Payment reminders



Accounts.payable.fi@ingka.ikea.com

Procurement Support

- Questions related to SAP Business Network Purchase Orders
- Change of your company address
- Change of your PO receiving e-mail address



Procurement.operations.fi@ingka.ikea.com

FAQ

Q: Why do we sometimes receive emails from supplier.registration@ikea.com or procurement.operations.fi@ingka.ikea.com and is there any action needed?

A: It is the supplier data confirmation team, asking you to confirm bank details.

Q: Why can I only send my invoice through either PDF or electronically – If I use several methods I will be sure you have received it.

A: Duplicate invoices requires a lot of manual administration which is very time consuming, and may delay payment.

Q: How do I know if you (IKEA) have received my invoice?

A: If you are unsure, contact accounts payable before sending a new invoice

Q: Why is it preferable to have the invoice in black text on white background?

A: It enables automatic invoice processing

Q: Why can't I send PO confirmation via the pdf invoice address?

A: We can only handle invoices and credit notes via that address

Q: Why does IKEA prefer digital invoices and not hand-written?

A: The data from your invoices is extracted automatically and handwritten invoices require a lot of manual administration

