

Emailed PDF Invoice requirements

Technical requirements:

- **Only PDF files are accepted**, Other format file attachments will be ignored (i.e. Excel, Word, TIFF etc.)
- Required **PDF formats**: 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, and PDF/A-1, PDF/A-3; image quality minimum 600 dpi/4960x7016 pixels
- 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 A3 (there is no minimum size limitation)
- Maximum page limit for one attachment (one invoice) is 500 pages
- **PDF files cannot be password protected**
- If an email contains PDF invoice and another non-valid attachment (i.e. Excel), PDF will be processed, and rest of the attachments will be ignored
- One attachment is a one invoice. If one attachment includes several invoices, they are handled as one (only the first one will be interpreted and verified)
- Invoice with all needed attachments should be in a one PDF file. If attachments will be in a separate PDF, they will not be processed
- The PDF color should be black-and-white

Invoice content requirements:

- Ensure that the invoice includes the mandatory information: Bank account number, correct legal entity name that you are invoicing, person from WSS who ordered the goods/services as a reference person, your VAT number and purchase order (PO) number for PO invoices

Email addresses / additional information

An e-mail with the PDF invoice should be sent to OpusCapita as a main recipient, **no other main recipient can be chosen**

For Wilhelmsen Ships Service AB

- issue invoice to: **wssse-se-0002-idf1@pdfinbound.com**

For Wilhelmsen Ships Service AS

- issue invoice to: **wssno-no-0001-idf1@pdfinbound.com**

For Wilhelmsen Ships Service A/S

- issue invoice to: **wssdk-dk-0001-idf1@pdfinbound.com**

For Wilhelmsen Ships Service BV

- issue invoice to: **wssnl-nl-0002-idf1@pdfinbound.com**

For Wilhelmsen Ships Service NV

- issue invoice to: **wssbe-be-0001@pdfinbound.com**

For Wilhelmsen Ships Service S.A.U.

- issue invoice to: **wsses-es-0001-idf1@pdfinbound.com**



For Wilhelmsen Ships Service Canaria S.A

- issue invoice to: **wsses-es-0002-idf1@pdfinbound.com**

For Wilhelmsen Ships Service (Gibraltar) Limited

- issue invoice to: **wssgi-gi-0002-idf1@pdfinbound.com**

For Wilhelmsen Ships Service Portugal SA

- issue invoice to: **wsspt-pt-0002-idf1@pdfinbound.com**

For Wiltrans (Gibraltar) Limited

- issue invoice to: **wssgi-gi-0001-idf1@pdfinbound.com**

For Perez Torres - Portugal Lda

- issue invoice to: **wsspt-pt-0001-idf1@pdfinbound.com**

For Argomar-Navegacao e Transportes SA

- issue invoice to: **wsspt-pt-0003-idf1@pdfinbound.com**

For Wilhelmsen Ships Service Polska Sp. z o.o.

- issue invoice to: **wsspl-pl-0001-idf1@pdfinbound.com**

For Wilhelmsen Business Service Center Sp. z o.o.

- issue invoice to: **wsspl-pl-0002-idf1@pdfinbound.com**

For Wilhelmsen Ships Service Ltd

- issue invoice to: **wssgb-gb-0001-idf1@pdfinbound.com**

For Auxiliaire Maritime

- issue invoice to: **wss-friwmsfr03@pdfinbound.com**

For Wilhelmsen Ships Service France SAS

- issue invoice to: **wss-friwmsfr01@pdfinbound.com**

For Wilhelmsen Ships Service GmbH

- issue invoice to: **wss-de14@pdfinbound.com**

For Barwil Agencies GmbH

- issue invoice to: **wss-deiwmsde02@pdfinbound.com**

Please be informed that you can receive e-mails from OpusCapita in the future if your invoices do not meet the requirements listed above. These rejection e-mails might end up in the junk folder, therefore, please check the junk e-mail folder.