

## INFORMATION ON INVOICING NOKIAN TYRES AG

This document contains information and instructions on invoicing **Nokian Tyres AG** (CHE-106.468.187 HR/MWST). Please follow these instructions at all times to ensure accurate and timely processing of invoices.

| e-invoicing address<br>(Operator<br>Basware Oyj BAWCFI22): | e-mail address for sending<br>invoices in PDF format: | Postal Invoicing<br>address:  |
|--|---|---|
| 482244720  | nokian.tyres.ag@pdf.basware.com                       | Nokian Tyres AG<br>(c/o TMF Services SA, Zürich branch)<br>Talstrasse 83,<br>8001 Zürich<br>Switzerland |

### Addressing invoices to Nokian Tyres AG:

- Only invoices with the correct legal entity name (Nokian Tyres AG) will be processed. Incorrectly addressed invoices will be discarded.
- The name of the legal entity (Nokian Tyres AG) has to be specified on the first line of the address field.
- All invoices must include a purchase order number and/or the name of a Nokian Tyres AG purchase contact.
- Only invoices along with relevant attachments should be sent to the invoicing addresses. Any other documents or material sent to the invoicing addresses will be ignored.

### Nokian Tyres AG receives e-invoices.

- The primary method of sending invoices to Nokian Tyres AG is e-invoicing.
- Our operating partner is Basware Oyj (BAWCFI22).

**In addition to e-invoices, Nokian Tyres AG offers suppliers the possibility of sending their invoices by e-mail in PDF format.**

- Follow these instructions when sending invoices by e-mail in PDF format:
  - 1) Invoices are to be attached as unsecured PDF files, and each PDF file is to contain only one invoice. Invoices sent in any other format will not be processed.
  - 2) Only invoices should be delivered using this service - any other information is discarded.
  - 3) If you have attachments for an invoice, they need to be in the same PDF file as the invoice itself.
  - 4) The PDF attachment file names may only contain the following characters: [A-Z], [a-z], [0-9], [ ], [ \_ ]. Multiple PDF invoices can be included in one e-mail and each PDF file will be processed as a separate invoice.
  - 5) The maximum attachment(s) size limit is 5MB per e-mail.

To get more information on invoicing addresses and invoices processing in Nokian Tyres AG, please contact us at [PTP@nokiantyres.com](mailto:PTP@nokiantyres.com).