

## INFORMATION ON INVOICING NOKIAN TYRES SPAIN OPERATIONS S.L.U.

This document contains information and instructions on invoicing **Nokian Tyres Spain Operations S.L.U.** (ESB75481812). Please follow these instructions at all times to ensure accurate and timely processing of invoices.

e-invoicing address (Operator Basware Oyj BAWCFI22):	e-mail address for sending invoices in PDF format:	Postal Invoicing address:
ESB75481812	nokian.tyres.spain.operations@pdf.basware.com	Nokian Tyres Spain Operations S.L.U. Calle Príncipe de Vergara 112, planta 4 28002, Madrid Spain

### Addressing invoices to Nokian Tyres Spain Operations S.L.U.

- Only invoices with the correct legal entity name (Nokian Tyres Spain Operations S.L.U.) will be processed. Incorrectly addressed invoices will be discarded.
- The name of the legal entity (Nokian Tyres Spain Operations S.L.U.) 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 Spain Operations S.L.U. 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 Spain Operations S.L.U. receives e-invoices.

- The primary method of sending invoices to Nokian Tyres Spain Operations S.L.U. is e-invoicing.
- Our operating partner is Basware Oyj (BAWCFI22).
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**In addition to e-invoices, Nokian Tyres Spain Operations S.L.U. 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 Spain Operations S.L.U., please contact us at **[PTP@nokiantyres.com](mailto:PTP@nokiantyres.com)**.