

May 1, 2022

INFORMATION ON INVOICING VIANOR HOLDING OY

This document contains information and instructions on invoicing **Vianor Holding Oy** (VAT number **FI16344633**). 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:
003716344633	invoices.vianorholding@bscs.basware.com

Addressing invoices to Vianor Holding Oy:

- Only invoices with the correct legal entity name (Vianor Holding Oy) will be processed. Incorrectly addressed invoices will be discarded.
- The name of the legal entity (Vianor Holding Oy) 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 Vianor Holding Oy 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.

Vianor Holding Oy receives e-invoices.

- The primary method of sending invoices to Vianor Holding Oy is e-invoicing.
- Our operating partner is Basware Oyj (BAWCFI22).

In addition to e-invoices, Vianor Holding Oy 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 Vianor Holding Oy, please contact us at baswareip@nokiantyres.com

