

## INFORMATION ON INVOICING VIANOR OY

This document contains information and instructions on invoicing **Vianor Oy** (VAT registration number **FI14630134**). Please follow these instructions at all times to ensure accurate and timely processing of invoices.

### Addressing invoices to Vianor Oy:

- Only invoices with the correct legal entity name (Vianor Oy) will be processed. Incorrectly addressed invoices will be discarded.
- The name of the legal entity (Vianor Oy) has to be specified on the first line of the address field.
- **All invoices must include the name of the Vianor contact person and/or the purchase order number. Vianor Oy reserves the right to reject invoices that don't contain this information.**
- Only invoices along with relevant attachments should be sent to the invoicing addresses. Please send all non-invoice material (payment reminders, statements, etc.) as well as any queries regarding invoices and payments to the e-mail address **PTPfinance@vianor.com**.
- Payment reminders and collection letters sent out in paper format must be sent to the postal invoicing address given at the end of this letter.

**The preferred method of sending invoices to Vianor Oy is the e-invoice.** Please use the following e-invoicing address details:

E-invoicing address:	E-invoicing operator:
003714630134	BAWCFI22 (Basware Oy)

On the e-invoice, the Vianor reference information must be included in the following elements:

#### The name of the Vianor contact person:

TEAPPS: INVOICE/HEADER/BUYER\_REFERENCE

FINVOICE: Finvoice/SpecificationDetails/BuyerReferenceIdentifier

#### The Vianor purchase order number:

TEAPPS: INVOICE/HEADER/ORDER\_INFORMATION/ORDER\_NUMBER

FINVOICE: Finvoice/InvoiceDetails/OrderIdentifier

If you don't have the capability to send e-invoices, you can also send invoices via e-mail as PDF files to the following address:

E-mail address for sending invoices in PDF format (see below for instructions):
vianor.oy@pdf.basware.com

Please follow these instructions when sending invoices by e-mail in PDF format:

- 1) Invoices are to be attached as 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 file names may only contain the following characters: [A-Z], [a-z], [0-9], [ . ], [ \_ ].
- 5) Multiple PDF files can be included in one e-mail and each PDF file will be processed as a separate invoice. The maximum attachment(s) size limit is 5MB per e-mail.

If you are not able to send invoices as e-invoices or as PDF files via e-mail, please use the following postal invoicing address:

**Vianor Oy**  
**PO Box 9841**  
**FI-00026 Basware**  
**Finland**

Use the above address also for sending payment reminders and collection letters in paper format.