

INFORMATION ON INVOICING NOKIAN DEKK AS

This document contains information and instructions on invoicing **Nokian Dekk AS** (business ID **NO914798469**). Please follow these instructions at all times to ensure accurate and timely processing of invoices.

Addressing invoices to Nokian Dekk AS:

- Only invoices with the correct legal entity name (Nokian Dekk AS) will be processed. Incorrectly addressed invoices will be discarded.
- The name of the legal entity (Nokian Dekk AS) 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 Dekk AS purchase contact.
- 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 **PTP@nokiantyres.com**.

The preferred method of sending invoices to Nokian Dekk AS is the e-invoice. Please use the following e-invoicing address details:

E-invoicing address:	E-invoicing operator:
9908:914798469	BAWCFI22 (Basware Oyj)

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):
nokian.dekk.as@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 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.

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:

Nokian Dekk AS
PO Box 14
NO-2027 Kjeller
Norway