

INFORMATION ON INVOICING VIANOR AS

This document contains information and instructions on invoicing **Vianor AS** (business ID **NO935429447**). Please follow these instructions at all times to ensure accurate and timely processing of invoices.

Addressing invoices to Vianor AS:

- Only invoices with the correct legal entity name (Vianor AS) will be processed. Incorrectly addressed invoices will be discarded.
- The name of the legal entity (Vianor AS) 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 AS 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 AS is the e-invoice. Please use the following e-invoicing address details:

E-invoicing address:	E-invoicing operator:
NO935429447 0192:935429447	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:

EHF: //cac:AccountingCustomerParty/cac:Party/cac:Contact/cbc:Name

The Vianor purchase order number:

EHF: //cac:OrderReference/cbc:ID

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.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:

Vianor AS
PO Box 43
NO-2027 KJELLER
Norway

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