

Dear Recipient,

4/2024

FinVector Oy primarily accepts invoices through e-invoice reception service, which is secure, fast and most cost-efficient way for both the vendor and the buyer to process the invoices. Alternatively, we can process invoices in PDF format. Instructions for both methods can be found below. We do not accept paper invoices.

Option 1 - e-invoices

Please find our invoice operator Pagero's Peppol Participant ID below:

- ✓ Invoice operator: Pagero Oy
- ✓ Peppol Participant ID 0216:003709460097

Option 2 - PDF invoices

If You are not able to send invoices through the Peppol channel, we offer as a second choice to send invoices via email in the PDF format. Please find our email address and instructions for PDF invoices below:

Requirements for emails including PDF invoice(s):

- ✓ Use email address: invoices@finvector.com
- ✓ Only one invoice per email
- ✓ Only one invoice in a PDF file
- ✓ Attachments in a separate PDF file in the same email
- ✓ Maximum size of email 6Mb

For any invoicing method we accept only one Purchase order per invoice.

Purchase order number must be included in the invoice, otherwise payment delays may occur. Multiple invoices for one purchase order are allowed.

Kindly note that the PDF invoices are processed automatically by an external invoice operator and *failure to follow the above requirements will cause delays or prevent processing of an invoice*. Any inquiries or other correspondence sent to the above invoice operator mailbox are not read or forwarded to FinVector Oy.

Should You have any questions regarding invoicing please contact finance@finvector.com.

Thank you for your cooperation!