

Requirements for the minimum information content on an invoice

To comply with the tax regulations and FinVector Oy's internal procedures, the following information must be included on all purchase invoices addressed to FinVector. Failure to comply can cause delays with the payment in which case FinVector Oy will not be liable for any overdue interest or reminding charges.

- ✓ Names and addresses of the seller and the purchaser (can be found on the Purchase Order)
- ✓ FinVector's Purchase order number
- ✓ Seller's VAT identification number
- ✓ Purchaser's VAT identification number under which the purchaser received a supply of goods or services on which reverse charge applies, or received a supply of goods as intra-Community supply
- ✓ Quantity and nature of the goods supplied, or the extent and nature of the services supplied
- ✓ The date on which the supply of goods or services was made or completed, or the date when a prepayment was made
- ✓ Base of VAT per VAT rate or exemption, unit price exclusive of VAT, and any discounts or rebates if they have not been included in the unit price
- ✓ The VAT rate applied
- ✓ The VAT amount payable
- ✓ In the case of a VAT exemption, reference to it, or reference to the applicable provision of the Finnish VAT Act, or to that of the VAT Directive
- ✓ In case the purchaser is liable for the payment of the VAT, the mention "Reverse Charge"

IMPORTANT: *Only one Purchase Order number per invoice is allowed.*