

To the attention of Finance/Invoicing

Dear Vendor,

FinVector Oy primarily accepts invoices through e-invoice reception service, which is a 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
- ✓ No other documents may be sent to the above mail address, they will be discarded

FinVector does not approve invoices without a reference to the appropriate Purchase order number. Due to system reasons, we accept only one purchase order per invoice. In a case of claim, the original invoice must be completely credited and if necessary, a new invoice issued. Please make also sure to follow the attached invoice requirements as they are prerequisite for the VAT deduction (applies also to import invoices without VAT).

We reserve the right to return non-compliant invoices for correction, which may result in a payment delay.

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 the 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!



Microkatu 1, FI-70210
Kuopio, FINLAND



FinVector Oy
ID: FI09460097



www.finvector.com
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Appendix

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 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)
- Seller's VAT identification number (if seller is registered for VAT in the EU)
- 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 (if seller or supplier is registered for VAT in the EU)
- 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 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"

Further information:

<https://www.vero.fi/en/detailed-guidance/guidance/48090/vat-invoice-requirements/>

Additionally, we require:

- FinVector's Purchase order number



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- The portion of services provided in Finland (e.g. installation or validation work in our premises), must be specified in the invoice for tax reporting purposes.



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