10 / 2026

For 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's Peppol Participant ID below:

- ✓ Invoice operator: GEP Finland 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 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
- ✓ Max 10 invoices per email
- ✓ Only one invoice in one PDF file
- ✓ Maximum size of one PDF is 10Mb
- ✓ Do not use encrypted or password-protected PDF files

FinVector does not approve invoices without reference to valid Purchase order number (PA-/PO-) or name and cost center of the person who placed the order. Please remember to ensure that sufficient information is provided at the ordering stage.

Due to system technical reasons, we accept only one purchase order per invoice. In case of a 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

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.

- Date of issue
- A unique sequential number
- Seller's VAT identification number (if seller is registered for VAT in the EU)
- Purchaser's VAT identification number if the VAT reverse charge applies, or if it is a question of the intra-community supply of goods (if seller or supplier is registered for VAT in the EU)
- Names and addresses of the seller and purchaser (can be found on the Purchase Order)
- Quantity and nature of the goods supplied, or the extent and nature of the services supplied
- Date on which the supply of goods or services was made or completed, or the date on which a prepayment was made, if it can be determined and is not the same as the date of issuing the invoice
- VAT base per VAT rate, unit price exclusive of VAT, and any discounts or rebates if they have not been taken into account in the unit price
- VAT rate
- VAT payable
- An indication that the sales transaction is exempt from tax or a reference to the relevant provision of the Value Added Tax Act or the VAT Directive
- If the purchaser is liable to pay the VAT, the phrase 'reverse charge'
- If the purchaser has issued the invoice, the phrase 'self-billing'
- In the case of a new means of transport sold to another Member State, information enabling verification of compliance with the requirements for a new means of transport in section 26d, subsections 1 and 2 of the Value Added Tax Act.
- If the invoice is a correction or change to a previous invoice, reference to that invoice

  Further information:
  https://www.vero.fi/en/detailed-guidance/guidance/48090/vat-invoice-requirements/

Additionally, we require:

- FinVector's Purchase order number (PO/PA) or name and cost center of the person who placed the order.
- 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.