

Invoicing instructions for suppliers

Please provide your invoice according to the following instructions, primarily in the following order.

1. AS AN ELECTRONIC E-INVOICE

E-invoicing specifications

Pivaset Oy	
VAT	3303340-7
Invoicing id	003733033407
Forwarder id	BAWCFI22
Forwarder	Basware

2. AS AN EMAIL

By e-mail to info@ykkostilit.fi, subject of the message: Purchase invoice to Pivaset Oy

3. AS A PAPER INVOICE

Paper invoices to:

Pivaset Oy
c/o Kuopion Ykköstilit Oy
PL 4000
70601 Kuopio

Things to consider when invoicing

The invoicing cycle must always be interrupted at the turn of the month. The same invoice must not have two or more months of invoicing.

The invoice must always indicate the date(s) of delivery of the product/service. The reference or breakdown of the invoice must also always indicate the cost centre and the name of the customer or other identification information provided by the purchaser.

Invoices for deliveries from the previous month must be received by Pivaset Oy by the 10th working day of the following month. More information about billing: info@ykkostilit.fi

The invoice must have the general invoice entries contained in section 209 b of the Value Added Tax Act, including our VAT ID FI33033407.

Supplier can also provide invoice attachments if they wish Info@ykkostilit.fi e-mail address. The attachments to the e-invoice can be delivered separately by e-mail to be attached to the purchase invoice. In this case, the label "Pivaset Oy/ attachments to the purchase invoice xxxx" is requested to the subject field of the e-mail message.