

INFORMATION ON INVOICING NOKIAN HEAVY TYRES LTD

This document contains information and instructions on invoicing **Nokian Heavy Tyres Ltd** (FI20014151). Please follow these instructions at all times to ensure accurate and timely processing of invoices.

e-invoicing address (Operator Basware Oyj BAWCFI22):	e-mail address for sending invoices in PDF format:	Postal Invoicing address:
003720014151	invoices.nokianheavytyres@bscs.basware.com	Nokian Heavy Tyres Ltd P.O. Box 346 00026 Basware Finland

Addressing invoices to Nokian Heavy Tyres Ltd:

- Only invoices with the correct legal entity name (Nokian Heavy Tyres Ltd) will be processed. Incorrectly addressed invoices will be discarded.
- The name of the legal entity (Nokian Heavy Tyres Ltd) has to be specified on the first line of the address field.
- All invoices must include a purchase order number and/or the name of a Nokian Heavy Tyres Ltd purchase contact.
- Only invoices along with relevant attachments should be sent to the invoicing addresses. Any other documents or material sent to the invoicing addresses will be ignored.

Nokian Heavy Tyres Ltd receives e-invoices.

- The primary method of sending invoices to Nokian Heavy Tyres Ltd is e-invoicing.
- Our operating partner is Basware Oyj (BAWCFI22).

In addition to e-invoices, Nokian Heavy Tyres Ltd offers suppliers the possibility of sending their invoices by e-mail in PDF format.

- Follow these instructions when sending invoices by e-mail in PDF format:
 - 1) Invoices are to be attached as unsecured PDF files, and each PDF file is to contain only one invoice. Invoices sent in any other format will not be processed.
 - 2) Only invoices should be delivered using this service - any other information is discarded.
 - 3) If you have attachments for an invoice, they need to be in the same PDF file as the invoice itself.
 - 4) The PDF attachment file names may only contain the following characters: [A-Z], [a-z], [0-9], [], [_]. Multiple PDF invoices can be included in one e-mail and each PDF file will be processed as a separate invoice.
 - 5) The maximum attachment(s) size limit is 5MB per e-mail.

To get more information on invoicing addresses and invoices processing in Nokian Heavy Tyres Ltd, please contact us at baswareip@nokiantyres.com.