

INFORMATION ON INVOICING NT TYRE MACHINERY OY

This document contains information and instructions on invoicing **NT Tyre Machinery Oy** (FI14630142). 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:
003714630142	nt.tyre.machinery.oy@pdf.basware.com	NT Tyre Machinery Oy P.O. Box 20 37101 Nokia Finland

Addressing invoices to NT Tyre Machinery Oy:

- Only invoices with the correct legal entity name (NT Tyre Machinery Oy) will be processed. Incorrectly addressed invoices will be discarded.
- The name of the legal entity (NT Tyre Machinery Oy) 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 NT Tyre Machinery Oy 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.

NT Tyre Machinery Oy receives e-invoices.

- The primary method of sending invoices to NT Tyre Machinery Oy is e-invoicing.
- Our operating partner is Basware Oyj (BAWCFI22).

In addition to e-invoices, NT Tyre Machinery Oy 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 NT Tyre Machinery Oy, please contact us at baswareip@nokiantyres.com.