

## IMPORTANT INFORMATION FOR PARTNERS

### Invoice Delivery

We do not process invoices sent to personal email addresses or postal addresses. We recommend choosing one of the following options:

1. E-invoices via **Apix Messaging Oy's** e-invoice service.

When using an e-invoice operator: Our e-invoice address (OVT code) is **003724821751** and operator forwarding ID is **003723327487**

When using a bank as the e-invoice intermediary: Our e-invoice address is **003723327487** and operator forwarding ID is **DABAFIHH**

We primarily request e-invoices, but if that is not possible:

2. Invoices can be sent via email in PDF format (unprotected/unlocked).
  - Invoices should be sent to: [invoice.fi0823@prysmian.com](mailto:invoice.fi0823@prysmian.com)
    - Only invoices and credit notes should be sent to this address; other documents will be deleted.
  - One PDF file per invoice, not password-protected
    - (all attachments must be included in the same PDF file, max 250 pages)
  - Format: A4 (page size: 210x297 mm)
  - PDF file size must not exceed 10 MB.
  - Email size must not exceed 15 MB (multiple PDFs allowed, including compressed files)
  - Email must include a subject and message.

### Documents

- **Each invoice must include a purchase order number (e.g., 4500123456).**
- Documents must contain the following information:
  - Prysmian purchase order number and line item, and Prysmian material code.
  - Delivery note/packing list number.
  - Due date and agreed payment terms.
  - Complete bank account number including IBAN and SWIFT codes.
  - Total price of goods or services, customs code, country of origin, net weight, including additional costs such as transport, packaging, etc.
  - VAT number including country code / seller's official name / business ID.
  - Delivery date, delivery location, and transport terms (INCOTERMS 2020).

### Prysmian Group Finland Oy

PL 13  
FI-02401 Pikkala  
Puh. 010 5661  
[www.prysmian.fi](http://www.prysmian.fi)

Kotipaikka: Kirkkonummi  
Y-tunnus 2482175-1

- Line-by-line VAT breakdown if multiple VAT rates apply.
  - Advance invoices must be clearly marked "ADVANCE INVOICE"
  - Any prepayments considered in the invoice must be clearly stated.
  - If the service/product is fully invoiced in advance and delivered, a separate final invoice (zero invoice with value 0) must be submitted.
- Other documents (e.g., credit notes) must reference the original invoice and purchase order number.
  - Credit notes must fully credit the original invoice.
  - Partial credits are not accepted.

**If invoice details are incomplete or incorrect, we unfortunately cannot process the invoice. This may result in non-payment and failure to meet the agreed payment terms.** Additionally, factoring (i.e., financing of receivables) is strictly prohibited. Non-invoice documents (e.g., order confirmations, contracts) should be delivered through the usual process.

### Contacting the Service Center

For invoice-related inquiries, please contact our support line at: +358 (0)9 424 54628.

Service hours:

- Tuesdays: 10:00 – 14:00 (CET +1)
- Thursdays: 10:00 – 14:00 (CET +1)

You may also send inquiries via email to: [supplier.finland@prysmian.com](mailto:supplier.finland@prysmian.com).

In the email subject line, include the appropriate code and your company name:

AP100#	Accounts Payable Confirmation
AP101#	Payment Status
AP102#	Other Inquiry

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