

31 March 2023

To our suppliers,

Important information regarding invoicing to companies in Puomitek Oy

1. Invoice content

All invoices sent to Puomitek must always contain the following information:

- a) The invoice must be machinely addressed to the respective Puomitek Oy.
- b) **Internal reference must be registered** in either «Your reference» or «Att» in the address field to avoid delay or risk of being sent to the wrong first recipient.
- c) Valid project number or purchase order number must be printed on the invoice.

When services are invoiced, it must be clear which dates the services have been delivered.

If you have not received the information in b) and c), you must contact our customer/contact person before invoicing to obtain the information.

The invoice must meet the formal requirements of the Finnish accounting and VAT regulations. Invoices that do not meet these requirements will not be accepted. Formal invoicing requirements for VAT purposes can be found on the Tax Administration's website: VAT invoice requirements <https://www.vero.fi/en/detailed-guidance/guidance/48090/vat-invoice-requirements2/>. Please make sure that you are looking at the latest version.

2. Billing method

We have adopted electronic processing of invoices and hope to receive all invoices from you in electronic format. If your company is unable to submit electronic invoices or send invoices to our email invoicing address, you can send paper invoices to the address of our invoice scanning service.

We prefer to receive invoices in the following order of priority:

1. E-invoice

Puomitek Finland Oy, 3246865-2

E-invoice address

E-invoice address: 003732468652

Operator: Maventa (003721291126)

2. E-mail reception of invoices

If you do not have the opportunity to send us invoices in the electronic format, we ask that all invoices/ credit notes are sent by e-mail. See matrix with invoice e-mail addresses and requirements below. Invalid formats are not processed at the supplier's risk.

E-mail invoice addresses

Company	Invoice address
Puomitek Oy (org.nr. 3246865-2)	32468652@invoice.bdo.no

Technical requirements for invoicing on e-mail

- Each file (attachment) to e-mail must contain one (1) invoice plus any specifications for the invoice.
- Specification in a separate attachment will be treated as a separate document and will not be merged with the invoice for interpretation.
- Attachments that contain several invoices will be treated as one (1) document.
- The attachment must be a .pdf or .tif file extension. Other file types are not accepted.
- E-mail with link to the invoice will not be processed.

- It is not possible to merge multiple files into one .zip file.
- The file name of the attachment must not contain special characters
- Maximum attachment size is 20 MB.
- E-mail reception is a fully automatic process and will not be read manually.

You will receive an e-mail with confirmation of whether the invoice has been accepted or not.

3. Scanning service for paper invoices

If your only billing option is by paper, it must be sent to:

Puomitek Oy
Postboks 370 Alnabru
0614 Oslo
Norway

Order confirmations, contracts, advertising, deliveries of goods, etc. must be sent to our business/delivery/e-mail addresses to the respective contact persons in the company.

3. Payment terms

Our standard payment terms are 45 days net, unless otherwise is agreed in writing. Credit time runs from valid receipt of invoice. When billing by e-mail, read section 2.2 in accordance with restrictions of invoicing.

To ensure effective invoice processing and timely payment, we appreciate that you comply with our invoicing routines. If you have any questions, please contact Puomitek Oy.

Best regards,

Christopher Ræder
CFO
Garda Sikring

Petri Smedberg
General Manager
Puomitek Oy