

Invoicing Instructions

Dear Supplier, please find below our updated invoicing instructions:

- Plugit Finland Oy accepts invoices only as e-invoices or by email.
- Payment term is 60 days.
- The invoice must include either a purchase order number or the name of the purchaser as a reference.
- The reverse charge mechanism according to Section 8 c of the Finnish VAT Act applies to construction services purchased by Plugit Finland Oy. The invoice must not state the VAT rate or amount. The invoice must include a reference to the reverse charge mechanism for construction services according to Section 8 c of the VAT Act.
- The Business ID of Plugit Finland Oy: 2513960-7.

Invoice delivery methods

eInvoices

Plugit Finland Oy

Business ID: FI25139607

E-invoice address: 003725139607

Operator: Apix Messaging Oy, operator ID: 003723327487

Scanning by email

You can also send invoices in PDF format by email according to the following instructions:

PDF invoices can be sent to: **plugit@skannaus.apix.fi**

- Invoices must be sent as email attachments
- Only one invoice may be attached to each email

Please preferably use only black text on a white background: this provides the clearest result for invoice data recognition. Please send only invoice material to the scanning address. These emails are automatically imported into our accounts payable system, so please send bulletins, etc., to our postal address:: Plugit Finland Oy Jasperintie 334 B 33960 Pirkkala

If you have any technical questions regarding sending invoices, you may contact our e-invoice operator::

- Apix Messaging Oy, +358 (0)9 4289 1324, servicedesk@apix.fi

Kind regards,,

Plugit Finland Oy, laskutus@plugit.fi