

OUR HONORED SUPPLIER,

we ask you to notice that we will accept our invoices primarily by electronic invoices. We kindly ask you to notice following matters concerning the content of the invoices, so that handling of invoices is easier and faster and also make sure that you receive a payment on time.

- Invoice must have our order number. In FINVOICE field Order Identifier only allowed information is our order number.
- Invoiced items must be marked with our order position number and / or Kyrel's material code.
- Invoice can contain items only from one order. Collect invoices must be agreed separately.

If an invoice arrives with faulty information, it will be sent back to sender, in which case we are not responsible for potential delays in payment.

Electronic invoices:

- Our electronic invoicing address (OVT) is 003718533868
- Our e-invoice operator is CGI Suomi Oy
- Operator ID 003703575029

E-mail invoices:

- Invoices should be sent as e-mail attachments in PDF format to address: purchaseinvoices.fi@cgi.com
- **Please add the following address information to the e-mail invoice:**
Kyrel Oy
PL 911
00074 CGI
- One e-mail can contain multiple invoices (max 10 pc). Each invoice must be in separate attachment.
- Any supplemental material must be included in the same PDF file as the associated invoice so that each individual PDF file begin with the invoice.
- Sender company name must be included in e-mail subject.

We kindly ask you to notice that the address for PDF-invoices is only for invoices and invoice attachments. Other material sent to this address will be disregarded.

Paper invoices:

Kyrel Oy
PL 911
00074 CGI