

## Important information for you as a supplier to Teknos Group Oy

Dear valued supplier,

In order to improve our supplier invoice process, we wish to receive e-invoices from our suppliers. By choosing e-invoicing both Teknos Group Oy and its suppliers will gain a more efficient administration, reduce the ecological footprint and further strengthen our cooperation. Therefore, we would like to ask you, as an important supplier to Teknos Group Oy, to please start sending us e-invoices latest 28<sup>th</sup> September 2018.

We wish to receive supplier invoices in the following priority:

1. **E-invoice:** (see below for more information) or if this is not applicable:
2. **E-mail:** [TeknosGroup.invoice.pagero@process.esker.net](mailto:TeknosGroup.invoice.pagero@process.esker.net)

### E-invoice

Company name	Teknos Group Oy
VAT number	FI22100424
Organization number	2210042-4
E-invoice address	003722100424
Service provider	Pagero

If you use Pagero as service provider: add Teknos Group Oy in your customer directory in Pagero Online.  
If you use another service provider: contact your service provider to order routing.

If your company sends invoices rarely, or do not have means of sending invoices, Teknos Group Oy offers you an access to Pagero Free Web portal which is a cost-free service for sending e-invoices to Teknos Group Oy. To start using this service, please register your company at <https://www.pageroonline.com/public/registrationWizardPublic> and enter project code **FreePortal\_Teknos**. Please note that a PDF-invoice via e-mail is not an e-invoice.

If you need assistance with Pagero Free Web Portal, please contact Pagero Support. You can send a ticket at <https://support.pagero.com/> or call (+46-31 730 88 84).

### E-mail

You can also send invoices to Teknos Group Oy by email. Please read through the following instructions

- Supported formats for invoices are PDF, MS Word, MS Excel, TIF
- Supported formats for attachments are PDF, MS Word, MS Excel, TIF, JPEG, .xml, .html, .txt
- Separate email is required for each invoice – only add one invoice per email
- If there are multiple attachments, the first attachment must be the invoice
- Maximum email size = 6 MB
- Send the email to address: [TeknosGroup.invoice.pagero@process.esker.net](mailto:TeknosGroup.invoice.pagero@process.esker.net)

**WE MAKE THE WORLD LAST LONGER**

More information regarding e-invoices and the free web portal can be found at <https://www.pagero.com/project-pages/teknos/Questions?>

***If you have any questions, please contact:***

**Contact at Pagero:**

Pagero Contact Center  
Phone: +46 (0) 31-730 88 30

**Contact person at Teknos Group Oy:**

Henrica Flytström  
Phone: +358 9 506 091  
E-mail: [finance.fi@teknos.com](mailto:finance.fi@teknos.com)

We hope that you, like us, see great advantages by sending e-invoices.

**Best regards,**

Financial team  
Teknos Group Oy