



Information for suppliers

NOTE Hyvinkää Oy transition to e-Invoicing

Date 1.9.2022

Information regarding transition to e-Invoicing via Peppol and Interconnect for suppliers to NOTE Hyvinkää Oy

For a faster, more efficient, and more secure handling of invoices, we have decided to transfer our management of supplier invoices to electronic handling only. In order to send electronic invoices, you must have an agreement with an e-invoice operator. If you do not currently have the capability to send e-invoices, please feel free to contact Logiq and we will help you find a solution.

We expect an e-invoice from you no later than 1.9.2022.

If you do not have the opportunity to send e-invoices, you can also send invoices in PDF format to the following email address: FIHY.MFlow.Invoices@note-ems.com

And all attachments and other inquiries to be send to: nhyinv@note-ems.com

STEP 1	STEP 2
Inform your e-invoice operator (VAN supplier) that you wish to send e-invoices to NOTE Hyvinkää Oy.	Start sending e-invoices according to the content requirements described below. <i>(Please Check that your first invoice run was received by your customer)</i>

General requirements:

In order for us to process your e-invoice, one of the requirements below must be met.

The invoice must contain our order number:

- ✚ NOTE Hyvinkää Oy purchase order number is 2PO-0000000

In absence of order number above, information on reference must be available:

- ✚ other reference information or the name of the orderer



E-invoicing via the Peppol network or EDI-operator

- NOTE Hyvinkää Oy is connected to Peppol and would like you to primarily send your invoices that way.
- E- invoice can also be sent via your EDI- operator
- Any attachment must be sent in PDF- format.

Addressing Finland:

- ✚ **Peppol identifier:** 0037:19318051
- ✚ **eInvoice address (verkkolaskuosoite):** OVT-TUNNUS 003719318051
- ✚ **OperatorID Apix (välittäjä tunnus):** 003723327487 (or alternatively 00372332748700001)
- ✚ **OVT-tunnus:** OVT-TUNNUS 003719318051

For further information:

<https://www.logiq.se/skicka-e-faktura/notehyvinkaaoy/>

Contact us for further information on questions and more information:

For questions to NOTE Hyvinkää Oy contact:

NOTE Hyvinkää Oy:

Web: www.note-ems.com

E-mail: kimmo.huhtanen@note-ems.com , anu.mellberg@note-ems.com

Phone number: +358 19 426 6600

If you do not have a current EDI- operator and want to get in touch with Logiq sales department, contact us:

Web: <https://www.logiq.se/kontakta-oss/salg/>

E-mail: servicedesk@logiq.se