

DEAR PARTNER,

We are implementing a new system for processing incoming invoices. Our objective is to improve the efficiency of our financial administration by switching to electronic handling of all incoming invoices, thus facilitating electronic inspection, approval and archiving procedure for all invoices.

More specifically, we are enabling the reception of e-invoices, according to the Finnish electronic invoicing infrastructure. We prefer electronic e-invoicing, but we also facilitate continued reception of paper invoices, by scanning all incoming paper invoices.

To make these changes possible, our invoicing address has changed. Invoices can now be sent to us either directly as e-invoices, by e-mail in PDF format, or by paper invoices sent by post, as before, but with a new invoicing address.

OUR NEW E-INVOICING ADDRESS:

Our new address for direct electronic invoices (in accordance with the Finnish electronic invoicing infrastructure) is our OVT-sign:

003701443049

Our operator is:

Apix Messaging Oy

Our new address for all incoming paper invoices is the following:

**NIEMEN TEHTAAT OY
PO BOX 16112
00021 LASKUTUS
FINLAND**

In order for the scanning service to correctly identify the recipient of your invoice, the above stated invoicing address must be clearly printed also on the actual invoice.

We also kindly ask you to note, that no material than invoices is to be sent to the above address. The address for, e.g., letters and marketing material remain the same as before.

Our new address for e-mail invoices in PDF-format is the following:

003701443049@procountor.apix.fi

Invoices should be as enclosures in an e-mail and has to be in PDF-format. One e-mail can contain maximum 10 enclosures and the maximum size of one enclosure is 10 Mb. One enclosure is always interpreted as one invoice and other than PDF enclosures are not handled.

Should you have any questions regarding our new invoicing arrangements, please do not hesitate to contact Piia Välimaa at +358 40 5497183 or info@niementehaat.fi.

Best Regards,

Niemen Tehtaat Oy

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