

DEAR PARTNER,

We are implementing a new system for processing incoming invoices. Our aim 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 invoicing – however, we will continue to accept paper invoices, which our system will scan and handle electronically. We can also receive PDF 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 as 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:

OpusCapita Solutions Oy

Our new address for all incoming paper invoices:

**NIEMEN TEHTAAT OY
PO BOX 39057
00063 LASKUNET
FINLAND**

In order for the scanning service to correctly identify the recipient of your invoice, the invoicing address above must be clearly printed on the actual invoice, not only the envelope.

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

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

NiemenTehtaatOy.FI.P.101847-2@docinbound.com

Invoices are sent as e-mail attachments and must be in PDF-format. One e-mail can contain a maximum of 10 attachments, and the maximum size of each attachment is 10 Mb. One attachment is always interpreted by the system as one invoice, and attachments that are not in PDF format are disregarded.

As with paper invoices, please ensure that the above address is written on the PDF invoice.

Should you have any questions regarding our new invoicing arrangements, please do not hesitate to contact +358 (0)3 512 4600 or info@niementehtaat.fi.

Best Regards,

Niemen Tehtaat Oy