

Dear partner

Kivisampo Oy's financial management system will change on May 1, 2022, and in the future each invoice must have a **purchase order number and the buyer's name** as reference. We ask for a minimum of 21 days net invoice verification / processing time as a payment term.

You will receive the purchase order number from the customer of the goods / services when ordering. In the case of incorrect or employed invoices, we request a refund invoice and a new invoice with correct and sufficient information. This can cause a delay in receiving your payment.

We hope that invoices will be sent to our Email Billing Address

Our online billing address: EDI ID: 003701607613, Broker ID: 003723609900, Pagero

Our Email Billing Address: **003701607613@xbs-salo.com**, the invoice must be in PDF format

Paper invoice: Kivisampo Oy, OVT 003701607613, PO Box 7358, 02066 DOCUSCAN

The address field should read:

Kivisampo Oy
OVT 003701607613
PL 7358
02066 DOCUSCAN

For further information please contact: **Sari Pirinen** via email: sari.pirinen@kivisampo.fi

Best Regards

Kivisampo Oy