

## Dear Partner,

The invoice management at Etra Oy is conducted electronically. Please note our invoicing details below in order to ensure timely payments. **These invoicing addresses are for invoices for current assets with purchase order numbers.** The invoicing addresses for bills of expense can be found at [www.etra.fi](http://www.etra.fi)

Please issue one invoice per purchase order/delivery note. Additionally, we require that an invoice contains

- Etra Oy purchase order number
- the delivery note number
- the original invoice number on credit notes and refunds

We ask to use primarily e-invoices when billing Etra Megacenters, Logistic Center and Etra Production units.

Our company details		Operator details		
Name	VAT no.	E-invoice address	Operator code	Operator
ETRA Oy	FI01078010	003701078010VA	BAWCFI22	Basware

## E-mail invoices

In case you are unable to deliver e-invoices, you can send invoices as e-mail attachments to the address [etraoy@pdf.basware.com](mailto:etraoy@pdf.basware.com)

This e-mail address is for invoices only, other material will not be processed. E-mail invoices are to be delivered in PDF format; one attachment is considered as one invoice. One e-mail may contain a maximum of 10 attachments; the maximum size for attachments is 10Mb.

## Peppol invoices

We are also able to process invoices via Peppol network. If you wish to start sending invoices via Peppol network, please inform Etra Accounts Payable team by sending an email to [ostoreskontra@etra.fi](mailto:ostoreskontra@etra.fi).

Etra Oy Peppol-ID: 0216:003701078010va

## Paper invoices

Our postal address for paper invoices is:

Etra Oy  
Ostolaskut  
Palmrothintie 7 C  
33920 Pirkkala  
Finland

**Please notice that this invoicing address must be written on your e-invoices as well.**

## Please note

**If you need to contact us regarding invoices**, we ask you to contact us by e-mail at [ostoreskontra@etra.fi](mailto:ostoreskontra@etra.fi) or by mail with the address Etra Oy / Purchase invoices, Palmrothintie 7 C, 33920 Pirkkala, Finland.

The delivery address for goods is always as per delivery address on our purchase order. All other mail (e.g. brochures, advertisements etc.) is sent directly to the unit that placed the order.

**Our purchase order number must appear on the confirmation, the delivery note, the consignment note, and the invoice.** Please confirm our order during two business days by e-mail to the person placing the order. The e-mail addresses for our personnel are [firstname.lastname@etra.fi](mailto:firstname.lastname@etra.fi). Orders for Logistic Center should be confirmed by sending an email to [orderconfirmation@etra.fi](mailto:orderconfirmation@etra.fi)

Best regards,  
ETRA Oy