

Ramirent Finland Ltd

Business ID: 2077956-8

Tapulikaupungintie 37
00750 Helsinki, Finland

www.ramirent.fi

Instructions for invoicing Ramirent Finland Ltd (business ID: 2077956-8)

Dear Supplier,

Ramirent wishes to develop greener and increasingly efficient ways of operating and due to this, we would like our suppliers to send their future purchase invoices in electronic format as either e-invoices or PDF invoices by e-mail.

E-invoice

We primarily recommend sending e-invoices. Our e-invoicing operator is Basware Oyj and our e-invoicing address is shown below.

Name	Business ID	E-invoicing address: Electronic Data Interchange (EDI)	Operator code
Ramirent Finland Ltd	2077956-8	003720779568	BAWCFI22

PDF invoice (by e-mail)

Alternatively, you can send PDF invoices to the following e-mail address:

Ramirentfinland@bscs.basware.com

Here are some things you need to take into account when sending the invoice:

- The invoice should be sent as an e-mail attachment.
- One invoice per file, containing all pages and appendices
- You can send more than one invoice in one message, but the files should have different names.
- The total size of the e-mail and its attachments must not exceed 10 Mb.
- The file name may contain only letters or numbers (a-z, A-Z, 0-9).

Ordering party's reference

Please note that all invoices should show the ordering party's reference and that this reference should contain the following information in the form shown in the example below, regardless of the means of invoicing:

Buyer's first and last Name /Cost centre ID	Account or Project/Worksite number	Order number
Mandatory	Separately, by the buyer's request	Separately, by the buyer's request
Example: John Smith/KP72	Example: 5910/1329	PO0017100
John Smith/KP72/5910		

Unfortunately, we can not process invoices that are missing the buyer's reference number. We will contact the supplier regarding incomplete information to obtain the correct reference number so that the invoice can be processed and paid. Please note that only invoices containing the correct information will continue to the invoice approval process and ordering the payment. Ramirent Finland Ltd will not pay any interest or other collection charges if a payment delay is caused by incomplete invoice information.

Invoices containing a reverse charge

If the invoice contains products or services that are subject to the reverse charge procedure, you should mark the invoice as follows: "Reverse charge procedure, Finnish Added Tax Act, § 8 c" and our tax identification number (FI20779568).

General information

Please take into account that the invoice should meet the requirements laid down by law and the tax authorities so that it can be processed.

We will gladly provide you with further information about this matter. The contact information for our purchase ledger is provided below.

Tel. **+358 97 479 0376**

E-mail: AP.finland@ramirent.com

Sincerely,