

## TOIJALA WORKS OY'S INVOICING INSTRUCTION

Dear supplier!

To secure fluent and efficient purchase invoice handling process we are utilizing electronic purchase invoice handling system.

1.

Our e-Invoice service provider is Pagero ([www.pagero.com](http://www.pagero.com)) and please utilize your e-Invoice capabilities using the following information:

<b>Company name:</b>	<b>Toijala Works Oy</b>
<b>Organization number:</b>	<b>1637388-0</b>
<b>VAT-number:</b>	<b>FI16373880</b>
<b>e-Invoice address (OVT):</b>	<b>003716373880</b>
<b>Service Provider:</b>	<b>Pagero / 003723609900</b>

2.

In case you do not have an existing solution for sending out e-invoices, you can send e-invoices through Pagero Free Web Portal. You can register as a new user on their website <https://www.pagero.com/project-pages/toijala-works-oy/>. The service is free for Toijala Works Oy's suppliers. Pagero support will help you with setting up and using the Portal and you can contact them by sending out service request on their website [support.pagero.com/fi](http://support.pagero.com/fi) or by calling them +35810 219 55 79 (Mo-Fri 8-16).

3.

There is also a possibility for you to send invoices as an e-mail attachment to email address **[toijalaworks@xbs-salo.com](mailto:toijalaworks@xbs-salo.com)**

### PLEASE, NOTE!

**The field for purchase order may not include any information other than Toijala Works Oy's purchase order number (4 digits).** If you do not have our purchase order number, please leave the field empty.

The name of our purchaser or any other additional information may be added into some other field.

Please, send **all the other documentation than invoices** to our postal address:

**Toijala Works Oy, Tehtaantie 22, FI-37800 AKAA, FINLAND**

(Postal address Toijala Works Oy, PL 979, 02066 DOCUSCAN is not valid anymore)

For further information, please contact Pirjo Wirman, e-mail [pirjo.wirman@toijalaworks.fi](mailto:pirjo.wirman@toijalaworks.fi), telephone +358 40 1399 685

Best regards,

Toijala Works Oy, finance department