

Sonepar Suomi Oy's invoicing instructions

Company name: **Sonepar Suomi Oy**

Business ID: **0213785-2**

VAT ID: **FI02137852**

Invoice is to include Sonepar's purchasing order number or return order number. In case of a cost invoice, the reference field is to identify one of the following: cost centre, sales office or orderer's name. **Invoice shall be returned with no payment if the reference detail is missing.**

Consolidated invoicing is not accepted for purchase order invoices and return order credit invoices.

Please submit your invoices to Sonepar as e-invoices.

EDI-code: **003702137852**

Service provider: **Basware Oyj**

Provider's code: **BAWCFI22**

If electronic billing is not yet possible, please e-mail your invoice in PDF format together with its appendices to the following address:

fi.sonepar@bscs.basware.com

Only one invoice per file. One e-mail message may include multiple invoices, but each PDF file should only contain one single invoice. Additionally, the PDF file is to contain all invoice appendices.

If electronic billing or e-mail invoices are not an option, we kindly request that you post paper invoices together with their appendices to the following address:

Sonepar Suomi Oy
P.O. Box 437
00026 BASWARE, Finland

We do not recommend forwarding paper invoices due to potential delays in postal deliveries.

When submitting invoices please note: The above addresses are for submitting invoices and their appendices only. Any other documentation (e.g., payment reminders) should be sent to Sonepar's postal address.

Contact e-mail for any other invoicing correspondence: talouslaskenta@sonepar.fi