



Welcome to send invoices to Nobina

1. Electronic invoice

Nobina primarily wants to receive electronic invoices through PEPPOL or our VAN-operator with Svefaktura.

2. PDF invoice

If you can't send electronic invoices the option is to send the invoices in PDF format by mail. Please send one separate PDF for each invoice and include any attachments in the same file as the invoice.

E-mail address: nobina.fi.mailinvoice@postenscanning.se

Invoices to Nobina must contain following information:

- Correct invoice address within the Nobina Group (see below)
- Cost center (8 digits) must be entered as a reference
- Purchase order number - if this is specified by the customer

Reference

We require that a reference (8 digits) is stated on the invoice. It is important that this information is entered in the specific reference field.

Our buyer/contact will provide this information when ordering.

Order number

When Nobina sends purchase orders we require that an order number (9 digits) is stated on the invoice. It is important that this information is entered in the specific field for order number.

Our buyer/contact will provide this information when ordering.

The invoice will be stopped and returned if it is sent with an inaccurate reference/order number or if it is sent without a reference/order number.

Reminders, debt collection and other documents.

Any reminders regarding unpaid invoices are to be sent by email to:

leverantorsreskontra.reminder@nobina.com

Other questions please contact: sce@nobina.com



Please use these addresses for invoices to Nobina

0505988-8

GLN: 003705059888

Nobina Oy

FACK 701003

PL 6250

00002 HELSINKI

2175179-4

GLN: 003721751794

Nobina Finland West Oy

FACK 701029

PL 6250

00002 HELSINKI

2175178-6

GLN: 003721751786

Nobina Finland South Oy

FACK 701037

PL 6250

00002 HELSINKI

2953344-1

GLN: 003729533441

Nobina Fleet Finland Oy

FACK 701060

PL 6250

00002 HELSINKI