

### **Tribedo Oy**

Päijänteentie 14 A, 6th floor, 00510 Helsinki

#### Our new billing information starting from January 1, 2024

Company: Tribedo Oy

Business ID: 1537114-6

E-invoice operator: Pagero Oy

Operator ID: 003723609900 or PAGERO

E-invoice address: 003715371146

Tribedo complies with the EU e-invoicing directive (2014/55/EU) and requires our suppliers to send invoices addressed to our company as genuine electronic invoices according to the instructions on our website.

Our payment term is 30 days unless otherwise agreed.

Tribedo is part of the Bravedo business community. You can find the necessary and up-to-date instructions and information related to Bravedo's billing at <a href="https://www.bravedo.fi/fi/billing-info">https://www.bravedo.fi/fi/billing-info</a>.

More information about our e-invoicing:

Email: taloushallinto.bravedo@barona.fi

Phone: +358 20 198 3460

More information about other billing-related matters:

Email: <a href="mailto:tribedo.talous@op.fi">tribedo.talous@op.fi</a>



# Tribedo's billing instructions for suppliers

Tribedo requires that all incoming invoices meet the requirements set for e-invoices. Tribedo complies with the EU e-invoicing directive (2014/55/EU). We require our suppliers to send invoices addressed to the company as genuine electronic invoices according to the instructions in the supplier letter. We automatically return invoices that do not meet the agreed standards, quality criteria, and agreed payment terms.

## List of quality requirements for electronic invoices

Mandatory entries in the invoice are (VAT Act 209 e §):

- Invoice date
- Payment term, always 30 days unless otherwise agreed
- Invoice number
- Seller's VAT identification number
- Seller's and buyer's name and address
- Quantity and type of goods and scope and type of services
- Delivery date of goods, performance date of services, or payment date of advance payment
- Tax base by tax rates, unit price without tax, and credits and discounts if not included in the unit price
- VAT rate and amount of tax payable
- Note on tax exemption of the sale
- Reference to the previous invoice in case of a change or credit invoice



### Other quality requirements for the invoice:

- Contact person provided by the buyer, supervisor if the purchaser does not have the rights to review or approve the invoice
- Order number and/or contract number provided by the buyer in the correct field
- The correct cost center or dimension information and information on the possible distribution of costs by cost centers must always be indicated on the invoice
- Supplier's business ID (in the correct syntactic form, in the YTJ register)
- Buyer's business ID (in the correct syntactic form)
- Start and end date of the billing period, the billing period must always be within the same calendar year
- Payment reference in the correct form
- The VAT and tax-free amount of the invoice match the total amount
- The bank account specified on the invoice must be correct
- The payment term and payment period of the invoice correspond to the agreed, minimum 30 days (the calculation of the invoice due date starts at the earliest from the date the invoice is received)
- The content of the invoice does not relate to a performance delivered more than 90 days ago
- The invoice must not include a billing fee, reminder fee, collection fee, or late payment interest
- The sum of the invoice lines must match the total amount of the invoice

We automatically return invoices that do not meet the agreed standards, quality criteria, and agreed payment terms.