

05/06/2017

## Billing instructions for Kuusakoski's suppliers

Kuusakoski wants to receive only only electronical invoices. We kindly ask you to check our invoicing address in Your system according to following instructions and start sending e-invoices to us.

### e-invoices

Our operator is Pagero, operator code 003723609900 or PAGERO. As invoicing address on invoice header level please use correct company name, Reskontra, PL 25, 02131 Espoo, Finland.

Company	Association number Finland	VAT-code	e-invoice address
Kuusakoski Oy	1589236-3	FI15892363	003715892363
Kuusakoski Group Oy	0200662-5	FI02006625	003702006625
Kiinteistö Oy Lahden Norokatu 5	2103876-1	FI21038761	003721038761

At least one of following references must be mentioned on the invoice header level in order to ensure quick and correct handling of invoice.

- Purchase order number (several numbers separated with semicolon without space bar and capital letter for example A20601577;A20601578)
- Kuusakoski contact person (first name, family name)
- name of Kuusakoski terminal

### Pagero Web Portal for paper invoices

If sending e-invoices is not possible for Your company please send invoice through Pagero Web Portal. It is free of charge for Kuusakoski suppliers. Instructions for Registration and Use can be found from [www.pagero.com/kuusakoski](http://www.pagero.com/kuusakoski), project code FreePortal\_Kuusakoski. Please also attach pdf picture of invoice.

### More information

If you need more information or instructions about Pagero Web portal please contact Pagero Support Center +358-10 219 55 79 or [tuki@pagero.com](mailto:tuki@pagero.com) .

Only invoices can be sent to above mentioned addresses. All other post must be sent to Kuusakoski's post addresses. Please see [www.kuusakoski.com](http://www.kuusakoski.com) or check the post address from Your Kuusakoski contact person.