

1.3.2022

## Invoicing instructions

### e-invoices

Our operator is Pagero, operator code 003723609900 or PAGERO

Please use company name, Reskontra, PL 25 02131 Espoo as invoicing address

| Company                         | VAT number | e-invoice address |
|---------------------------------|------------|-------------------|
| Kuusakoski Oy                   | FI15892363 | 003715892363      |
| Kuusakoski Group Oy             | FI02006625 | 003702006625      |
| Kiinteistö Oy Lahden Norokatu 5 | FI21038761 | 003721038761      |

### Pagero web portal

If you are unable to send e-invoices, please send invoice through Pagero Web Portal. It is free of charge for Kuusakoski suppliers. Instructions for Registration and Use can be found from <https://www.pagero.com/kuusakoski/>. Please also attach pdf picture of invoice.

### Invoices by email

Invoices to company Kuusakoski Oy can be sent as email attachments to:  
[kuusakoski.invoice.pagero@process.esker.net](mailto:kuusakoski.invoice.pagero@process.esker.net)

- Attachment must be in pdf format (max size 6MB)
- One invoice per email (1<sup>st</sup> email attachment is identified as the invoice and additional attachments will be attachments to the invoice)

### More information

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

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