Quant Instructions for correct billing

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Instructions for correct billing

- We have decided to streamline our operations by speeding up the purchase invoice verification and approval cycle through automation.

- In order to ensure the smooth handling of invoices and an ecological footprint, we require invoices electronically and with correct invoice references.

- In the future, we will return invoices that we are unable to process due to incomplete references.

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- ALWAYS send an order confirmation
- Make sure you have the <u>correct billing information</u>, out off the two options

    - Purchase order number and subscriber name
        - POxxxxx / first name surname
    - Cost center/ project or account number / first name surname
        - FIXX / XXXXX / first name last name

    - An invoice for multiple projects or multiple purchase orders should ALL references should be line-by-line.
    - ALWAYS put <u>INVOICE REFERENCES</u> in the correct field on electronic invoices
    - Cost, account number and name on the invoice reference field
    - Purchase Order – In the purchase order field
    - Project Number- In the project number field

    - NOTE! If the invoice in the reference has a different name than the Purchaser, mention the Purchaser at the line level.

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- If you have not received enough information from your Quant subscriber, **ask** them for the **required invoice reference before submitting your invoice**. If the invoice lacks enough invoice reference information, we will request a refund invoice and a new invoice with the necessary information.

- The invoice should show what was purchased, when and what was the delivery date for the material or service

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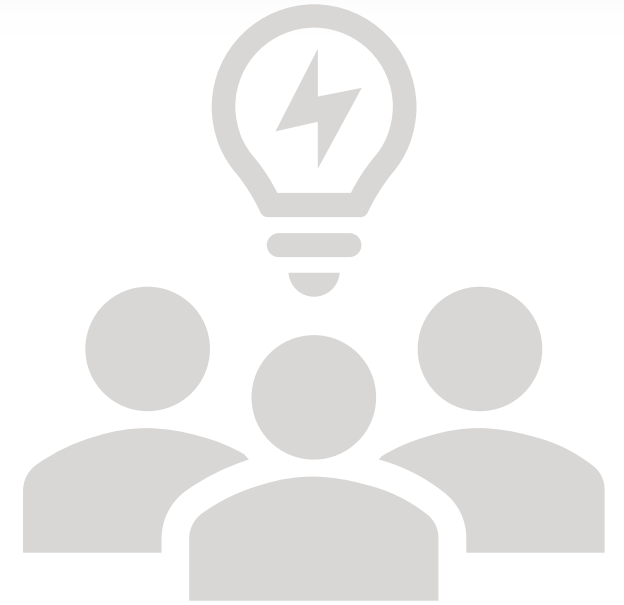
Instructions for correct billing

- Sending an electronic invoice

    - OVT   003725885562
    - Operator: Basware
    - Agent ID: BAWCFI22
    - Bank: Nordea IBAN FI89 1745 3000 1741 20
    - SWIFT: NDEAFIHH
    - Business ID: 2588556-2
    - VAT: FI25885562

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Instructions for correct billing

- Email invoice
  - quant.finland@bscs.basware.com
  - The invoice must be in PDF format
  - Subject: 'Quant Finland Oy'
  - The message section should include Quant's OVT ID '003725885562'

- A successful invoice submission will be notified by Basware with the following content:

Dear lähettäjän sähköposti

Basware Scan and Capture service has successfully received the email you sent to quant.finland@bscs.basware.com.
The business documents attached to your email have been sent to processing.

We will send you another notification when the business documents have been successfully processed and sent to the recipient.
Normally, this takes around 1-2 business days.
The notification will also include the updated filenames that the service generates for your business documents.
We will notify you, if we cannot deliver the business document to the recipient.

Laskudokumentin nimi.pdf

To make sure that your customer can process your invoices fast and without errors, send the invoice PDF files in a machine-readable format. Make sure that the text on the invoice is selectable on the PDF and that the PDF is not an image of the actual invoice.

Thank you,
Basware

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Instructions for correct billing

- If you have any questions regarding correct billing, please contact straight to the unit, witch has purchase from you.

- In other cases, please contact to email *fiaccounts.payable@quantservice.com for further information and advice.*

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Thank you!