



Supplier invoicing instruction

30.10.2020 / Mirjam Einstein

QUANT

General

- We focus to streamline our operations by speeding up the purchase invoice handling and -approval cycle through process automation.
- In order to ensure smooth invoice handling and positive ecological impacts, we require suppliers to deliver invoices electronically and with correct invoice references.
- We will return invoices that we are unable to process due to incomplete references.
- We prefer to only use suppliers with a payment term of minimum 45 days net.
- We request suppliers to submit order confirmation and it also electronically.



Supplier invoicing instruction – invoice references



Invoice need to include following references:

- Order number – Cost center – Purchaser name
- OR
- Cost center – Project number – Purchaser name
- OR
- Cost center – Account number – Purchaser name

Glossary of names/fields

- *Order number* can be found from purchase order and is in format POxxxxxxFI1
- *Cost center* can be found from last page of this instruction document
- *Purchaser name* means person to who invoice is addressed to. Information of purchaser name in different entities can be found from the last page of this instruction document

- If you have not received sufficient information from your Quant purchaser, ask him/her for the necessary invoice reference information before sending the invoice. If the invoice lacks sufficient reference information, we will request a credit invoice and a new invoice with the necessary information.
- The invoice should include what has been purchased, when and what has been the delivery date for the material or service.
- If your invoice contains several projects / purchase orders, please put the data at the line level.

Supplier invoicing instruction – electronic invoice

Info on 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



- Please make sure the information below is in the correct fields:
- In the "Reference" field: Cost center / Account number (if available) / Purchaser name
- In the "Purchase Order" field: Purchase order number
- In the "Project" field: Project number

Supplier invoicing instruction – PDF invoice



- Emailing of invoice:
 - quant.finland@bscs.basware.com
 - The invoice must be in PDF format
 - Subject: 'Quant Finland Oy'
 - In the message section you should include Quant's OVT ID '003725885562'
- After successful invoice submission you will be notified by Basware with the following message:

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

Supplier invoicing instruction – Contact

- If you have any questions regarding correct invoicing, please contact directly the purchasing entity / site (contact list in the last page of this instruction document)
- In other support cases, please contact us by using following email: fiaccounts.payable@quantservice.com



Site/entity cost centers, names and addresses

QUANT FINLAND OY HEADQUARTERS	Äyritie 8B, 01510 Vantaa
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FI02	ABB Machines Helsinki	Strömbergintie 1 ovi A16, 00380 Helsinki
FI04	ABB Marine Helsinki	Merenkulkijankatu 1, 00980 Helsinki
FI34	Neles Vantaa	Honkanummentie 11, 01380 Vantaa
FI24	ABB Drives Helsinki	Toimitusosoite: Valimopolku 2, 00380 Helsinki Käyntiosoite: Hiomotie 13, 00380 Helsinki
FI03	Nordkalk Lohja	Tytyrinkatu 7, 08100 Lohja
FI08	Service Center Lohja	Tehtaankatu 1, 08100 Lohja
FI11	Metsä Wood Punkaharju	Tehtaantie 18, 58500 Punkaharju
FI13	Punkavoima Punkaharju	Tehtaantie 18, 58500 Punkaharju
FI12	Metsä Wood Suolahti	Vaneritehtaankatu 1, 44200 Suolahti
FI16	Metsä Wood Äänekoski	Kuhnamontie 2A (ovi 27), 44100 Äänekoski
FI15	Metsä Wood Lohja	Tehtaankatu 1, 08100 Lohja
FI36	Massby Sipoo	Kotkatie 34, 01150 Söderkulla
FI38	Mölnlycke Mikkeli	Saimaankatu 6, 50100 Mikkeli
FI52	Cerealia Kotka	Suursaarenkatu 1, 48100 Kotka
FI53	Lantmännen Joutseno	Keskuskatu 13, 54100 Joutseno
FI54	Lantmännen Vantaa	Tiilitie 9, 01720 Vantaa
FI55	Vaasan Kiiminki	Hallitie 2, 90940 Kiiminki

FI56	Vaasan Kotka	Suursaarenkatu 1, 48100 Kotka
FI57	Vaasan Sastamala	Trakinkatu 10, 38200 Sastamala
FI58	Vaasan Kuusankoski	Katajajarjunksaari 3, 45720 Kuusankoski
FI59	Vaasan Vantaa	Hagelstamintie 28, 01520 Vantaa
FI05	Nornickel Harjavalta	Sairaalantie 12, 29200 Harjavalta
FI07	TVO Eurajoki	OL3 TVO Projektitoimisto (UG), Olkiluoto, 27160 Eurajoki
FI33	Service Center Satakunta	Ratalankatu 7, 29200 Harjavalta
FI31	Boliden Harjavalta	Teollisuuskatu 1, 29200 Harjavalta
FI14	Porkka Ylöjärvi	Huurretie 13, 33470 Ylöjärvi
FI28	Oras Rauma	Isometsäntie 2, 26100 Rauma
FI29	Service Center Rauma	Suojantie 5, 26100 Rauma
FI45	RMTK Rauma	Suojantie 5, 26100 Rauma
FI46	Kongsberg Rauma	Suojantie 5, 26100 Rauma
FI47	RMC Rauma	Suojantie 5, 26100 Rauma
FI21	Warranty works Rauma	Suojantie 5, 26100 Rauma
FI37	Service Center Turku	Raisionkaari 55, 21200 Raisio (Rak 308, ovi 1)
FI48	Kavli Turku	Rieskalähteentie 68, 20300 Turku
FI49	Exxon Mobil Naantali	Öljytie 1, 21100 Naantali
FI50	Tata Steel Naantali	Rautakatu 5, 21110 Naantali
FI51	Kaivon Liha Turku	Kaarningonkatu 8, 20740 Turku
FI43	HVAC Rauma	Isometsäntie 2, 26100 Rauma

Purchasers names and contact information

COST CENTER	SITE NAME	PURCHASER NAME	EMAIL
FI02	ABB Machines Helsinki	Jukka Saloranta	jukka.saloranta@quantservice.com
FI04	ABB Marine Helsinki	Jukka Saloranta	jukka.saloranta@quantservice.com
FI34	Neles Vantaa	Heikki Honkamäki	heikki.honkamaki@quantservice.com
FI24	ABB Drives Helsinki	Reko Wahlman	reko.wahlman@quantservice.com
FI03	Nordkalk Lohja	Petri Kuisma	petri.kuisma@quantservice.com
FI08	Service Center Lohja	Kristoffer Granström	kristoffer.granstrom@quantservice.com
FI11	Metsä Wood Punkaharju	Timo Kinnunen	timo.kinnunen@quantservice.com
FI13	Punkavoima Punkaharju	Timo Kinnunen	timo.kinnunen@quantservice.com
FI12	Metsä Wood Suolahti	Tuomo Martikainen	tuomo.martikainen@quantservice.com
FI16	Metsä Wood Äänekoski	Tuomo Martikainen	tuomo.martikainen@quantservice.com
FI15	Metsä Wood Lohja	Petri Kuisma	petri.kuisma@quantservice.com
FI36	Massby Sipoo	Teemu Vatanen	teemu.vatanen@quantservice.com
FI38	Mölnlycke Mikkeli	Vesa Särkkä	vesa.sarkka@quantservice.com
FI52	Lantmännen Cerealia Kotka	Timo Mattila	timo.mattila@quantservice.com
FI53	Lantmännen Joutseno	Timo Mattila	timo.mattila@quantservice.com
FI54	Lantmännen Vantaa	Timo Mattila	timo.mattila@quantservice.com
FI55	Lantmännen Vaasan Kiiminki	Timo Mattila	timo.mattila@quantservice.com
FI56	Lantmännen Vaasan Kotka	Timo Mattila	timo.mattila@quantservice.com
FI57	Vaasan Vammala	Timo Mattila	timo.mattila@quantservice.com
FI58	Lantmännen Vaasan Kuusankoski	Timo Mattila	timo.mattila@quantservice.com
FI59	Lantmännen Vaasan Vantaa	Timo Mattila	timo.mattila@quantservice.com
FI05	Nornickel Harjavalta	Juha Hasu	juha.hasu@quantservice.com
FI07	TVO Eurajoki	Juha Hasu	juha.hasu@quantservice.com
FI33	Service Center Satakunta	Mikko Riepponen	mikko.riepponen@quantservice.com
FI31	Boliden Harjavalta	Jani Ekman	jani.ekman@quantservice.com
FI14	Porkka Ylöjärvi	Mikko Riepponen	mikko.riepponen@quantservice.com
FI28	Oras Rauma	Jari Laksi	jari.laksi@quantservice.com
FI29	Service Center Rauma	Kari Sulankivi	kari.sulankivi@quantservice.com
FI45	RMTK Rauma	Kari Sulankivi	kari.sulankivi@quantservice.com
FI46	Kongsberg Rauma	Kari Sulankivi	kari.sulankivi@quantservice.com
FI47	RMC Rauma	Kari Sulankivi	kari.sulankivi@quantservice.com
FI21	Warranty works Rauma	Vesa Malmsten	vesa.malmsten@quantservice.com
FI37	Service Center Turku	Petri Harju	petri.harju@quantservice.com
FI48	Kavli Turku	Petri Harju	petri.harju@quantservice.com
FI49	Exxon Mobil Naantali	Petri Harju	petri.harju@quantservice.com
FI50	Tata Steel Naantali	Petri Harju	petri.harju@quantservice.com
FI51	Kaivon Liha Turku	Petri Harju	petri.harju@quantservice.com
FI43	HVAC Rauma	Ville Marila	ville.marila@quantservice.com