



# QUANT™

## Supplier invoicing instructions

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# 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 POxxxxxFI1
- *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](mailto: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](mailto: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](mailto:fiaccounts.payable@quantservice.com)



# Site/entity cost centers, names and addresses

<b>HEADQUARTERS VANTAA</b>	<b>Äyritie 8 E, 01510 Vantaa</b>
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<b>FI02</b>	ABB Machines Helsinki	Strömbergintie 1 ovi A16, 00380 Helsinki
<b>FI04</b>	ABB Marine Helsinki	Merenkulkijankatu 1, 00980 Helsinki
<b>FI34</b>	Neles Vantaa	Honkanummentie 11, 01380 Vantaa
<b>FI24</b>	ABB Drives Helsinki	Toimitusosoite: Valimopolku 2, 00380 Helsinki Käyntiosoite: Hiomotie 13, 00380 Helsinki
<b>FI08</b>	Service Center Lohja	Tehtaankatu 1, 08100 Lohja
<b>FI11</b>	Metsä Wood Punkaharju	Tehtaantie 18, 58500 Punkaharju
<b>FI13</b>	Punkavoima Punkaharju	Tehtaantie 18, 58500 Punkaharju
<b>FI12</b>	Metsä Wood Suolahti	Vaneritehtaankatu 1, 44200 Suolahti
<b>FI16</b>	Metsä Wood Äänekoski	Kuhnamontie 2A (ovi 27), 44100 Äänekoski
<b>FI15</b>	Metsä Wood Lohja	Tehtaankatu 1, 08100 Lohja
<b>FI38</b>	Mölnlycke Mikkeli	Saimaankatu 6, 50100 Mikkeli
<b>FI52</b>	Cerealia Kotka	Suursaarenkatu 1, 48100 Kotka
<b>FI53</b>	Lantmännen Joutseno	Keskuskatu 13, 54100 Joutseno
<b>FI54</b>	Lantmännen Vantaa	Tiilitie 9, 01720 Vantaa
<b>FI55</b>	Lantmännen Kiiminki	Hallitie 2, 90940 Kiiminki

<b>RAUMA OFFICE</b>	<b>Lounaisväylä 3, 26820 Rauma</b>
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<b>FI56</b>	Vaasan Kotka	Suursaarenkatu 1, 48100 Kotka
<b>FI57</b>	Vaasan Sastamala	Trakinkatu 10, 38200 Sastamala
<b>FI58</b>	Vaasan Kuusankoski	Katajajarjuntaari 3, 45720 Kuusankoski
<b>FI59</b>	Vaasan Vantaa	Hagelstamintie 28, 01520 Vantaa
<b>FI05</b>	Nornickel Harjavalta	Sairaalantie 12, 29200 Harjavalta
<b>FI07</b>	TVO Eurajoki	OL3 TVO Projektitoimisto (UG), Olkiluoto, 27160 Eurajoki
<b>FI33</b>	Service Center Satakunta, Harjavalta	Ratalankatu 7, 29200 Harjavalta
<b>FI31</b>	Boliden Harjavalta	Teollisuuskatu 1, 29200 Harjavalta
<b>FI43</b>	HVAC Rauma	Lounaisväylä 3, 26820 Rauma
<b>FI28</b>	Oras Rauma	Isometsäntie 2, 26100 Rauma
<b>FI37</b>	Service Center Turku	Raisionkaari 55, 21200 Raisio (Rak 308, ovi 1)
<b>FI48</b>	Kavli Turku	Rieskalähteentie 68, 20300 Turku
<b>FI49</b>	Exxon Mobil Naantali	Öljytie 1, 21100 Naantali
<b>FI50</b>	Tata Steel Naantali	Rautakatu 5, 21110 Naantali
<b>FI51</b>	Kaivon Liha Turku	Kaarningonkatu 8, 20740 Turku

# Purchasers' names and contact information

Site	Site name	Purchaser	EMAIL
FI02	ABB Machines Helsinki	Jukka Saloranta	<a href="mailto:jukka.saloranta@quantservice.com">jukka.saloranta@quantservice.com</a>
FI04	ABB Marine Helsinki	Jukka Saloranta	<a href="mailto:jukka.saloranta@quantservice.com">jukka.saloranta@quantservice.com</a>
FI34	Neles Vantaa	Heikki Honkamäki	<a href="mailto:heikki.honkamaki@quantservice.com">heikki.honkamaki@quantservice.com</a>
FI24	ABB Drives Helsinki	Reko Wahlman	<a href="mailto:reko.wahlman@quantservice.com">reko.wahlman@quantservice.com</a>
FI08	Service Center Lohja	Kristoffer Granström	<a href="mailto:kristoffer.granstrom@quantservice.com">kristoffer.granstrom@quantservice.com</a>
FI11	Metsä Wood Punkaharju	Timo Kinnunen	<a href="mailto:timo.kinnunen@quantservice.com">timo.kinnunen@quantservice.com</a>
FI13	Punkavoima Punkaharju	Timo Kinnunen	<a href="mailto:timo.kinnunen@quantservice.com">timo.kinnunen@quantservice.com</a>
FI12	Metsä Wood Suolahti	Tuomo Martikainen	<a href="mailto:tuomo.martikainen@quantservice.com">tuomo.martikainen@quantservice.com</a>
FI16	Metsä Wood Äänekoski	Tuomo Martikainen	<a href="mailto:tuomo.martikainen@quantservice.com">tuomo.martikainen@quantservice.com</a>
FI15	Metsä Wood Lohja	Sami Lempinen	<a href="mailto:sami.lempinen@quantservice.com">sami.lempinen@quantservice.com</a>
FI38	Mölnlycke Mikkeli	Vesa Särkkä	<a href="mailto:vesa.sarkka@quantservice.com">vesa.sarkka@quantservice.com</a>
FI52	Lantmännen Cerealia Kotka	Teemu Korpas	<a href="mailto:teemu.korpas@quantservice.com">teemu.korpas@quantservice.com</a>
FI53	Lantmännen Joutseno	Juha-Pekka Laine	<a href="mailto:juha-pekka.laine@quantservice.com">juha-pekka.laine@quantservice.com</a>
FI54	Lantmännen Vantaa	Matti Mellin	<a href="mailto:matti.mellin@quantservice.com">matti.mellin@quantservice.com</a>
FI55	Lantmännen Vaasan Kiiminki	Arto Angervaniva	<a href="mailto:arto.angervaniva@quantservice.com">arto.angervaniva@quantservice.com</a>
FI56	Lantmännen Vaasan Kotka	Torsti Julin	<a href="mailto:torsti.julin@quantservice.com">torsti.julin@quantservice.com</a>
FI57	Vaasan Vammala	Kari Pyötsiä	<a href="mailto:kari.pyotsia@quantservice.com">kari.pyotsia@quantservice.com</a>
FI58	Lantmännen Vaasan Kuusankoski	Sami Heikkilä	<a href="mailto:sami.heikkila@quantservice.com">sami.heikkila@quantservice.com</a>
FI59	Lantmännen Vaasan Vantaa	Aatu Toivanen	<a href="mailto:aatu.toivanen@quantservice.com">aatu.toivanen@quantservice.com</a>
FI05	Nornickel Harjavalta	Juha Hasu	<a href="mailto:juha.hasu@quantservice.com">juha.hasu@quantservice.com</a>
FI07	TVO Eurajoki	Juha Hasu	<a href="mailto:juha.hasu@quantservice.com">juha.hasu@quantservice.com</a>
FI33	Service Center Satakunta	Mikko Riepponen	<a href="mailto:mikko.riepponen@quantservice.com">mikko.riepponen@quantservice.com</a>
FI31	Boliden Harjavalta	Jani Ekman	<a href="mailto:jani.ekman@quantservice.com">jani.ekman@quantservice.com</a>
FI43	HVAC Rauma	Ilari Karimäki	<a href="mailto:ilari.karimaki@quantservice.com">ilari.karimaki@quantservice.com</a>
FI28	Oras Rauma	Jari Laksi	<a href="mailto:jari.laksi@quantservice.com">jari.laksi@quantservice.com</a>
FI37	Service Center Turku	Eero Salminen	<a href="mailto:eero.salminen@quantservice.com">eero.salminen@quantservice.com</a>
FI48	Kavli Turku	Pekka Koivunen	<a href="mailto:pekka.koivunen@quantservice.com">pekka.koivunen@quantservice.com</a>
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FI51	Kaivon Liha Turku	Joni Lindström	<a href="mailto:joni.lindstrom@quantservice.com">joni.lindstrom@quantservice.com</a>