



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 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

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- 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

Main office	Äyritie 8 E, 01510 Vantaa
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FI02	ABB Machines Helsinki	Strömbergintie 1 ovi A16, 00380 Helsinki
FI04	ABB Marine Helsinki	Merenkulkijankatu 1, 00980 Helsinki
FI05	Nornickel Harjavalta	Sairaalantie 12, 29200 Harjavalta
FI07	TVO Eurajoki	OL3 TVO Projektitoimisto (UG), Olkiluoto, 27160 Eurajoki
FI08	<i>Service Center Etelä-Suomi</i>	Karjaa office: Timpurintie 4, 10320 Karjaa Turku office: Puutarhakatu 49, 20100 Turku
FI24	ABB Drives Helsinki	Toimitusosoite: Valimopolku 2, 00380 Helsinki Käyntiosoite: Hiomotie 13, 00380 Helsinki
FI28	Oras Rauma	Isometsäntie 2, 26100 Rauma
FI30	BASF Harjavalta	Akkukatu 8, 29200 Harjavalta
FI33	<i>Service Center Harjavalta</i>	Ratalankatu 7, 29200 Harjavalta

RAUMA office	Lounaisväylä 3, 26820 Rauma
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FI38	Mölnlycke Mikkeli	Saimaankatu 6, 50100 Mikkeli
FI43	<i>Service Center Rauma</i>	Lounaisväylä 3, 26820 Rauma
FI49	Exxon Mobil Naantali	Öljytie 1, 21100 Naantali
FI51	Kaivon Liha Turku	Kaarningonkatu 8, 20740 Turku
FI52	Cerealia Kotka	Suursaarenkatu 1, 48100 Kotka
FI53	Lantmännen Joutseno	Keskuskatu 13, 54100 Joutseno
FI54	Lantmännen Vantaa	Tiilitie 9, 01720 Vantaa
FI55	Lantmännen Kiiminki	Hallitie 2, 90940 Kiiminki
FI57	Vaasan Sastamala	Trakinkatu 10, 38200 Sastamala
FI58	Vaasan Kuusankoski	Katajajarjunksaari 3, 45720 Kuusankoski
FI59	Vaasan Vantaa	Hagelstamintie 28, 01520 Vantaa

Purchasers' names and contact information

COST CENTER	SITE NAME	PUCHACER NAME	EMAIL
FI02	ABB Machines Helsinki	Timo Murronmaa	timo.murronmaa@quantservice.com
FI04	ABB Marine Helsinki	Timo Murronmaa	timo.murronmaa@quantservice.com
FI05	Nornickel Harjavalta	Juha Hasu	juha.hasu@quantservice.com
FI07	TVO Eurajoki	Juha Hasu	juha.hasu@quantservice.com
FI08	<i>Service Center Etelä-Suomi</i>	Glenn Boström	glenn.bostrom@quantservice.com
FI24	ABB Drives Helsinki	Jukka Nikunlassi	jukka.nikunlassi@quantservice.com
FI28	Oras Rauma	Teemu Keskinen	teemu.keskinen@quantservice.com
FI30	BASF Battery Materials Finland Oy	Mikko Salonen	mikko.salonen@quantservice.com
FI33	Service Center Harjavalta	Mikko Salonen	mikko.salonen@quantservice.com
FI38	Mölnlycke Mikkeli	Vesa Särkkä, Ville Tyrväinen	vesa.sarkka@quantservice.com ville.tyrvainen@quantservice.com
FI43	Service Center Rauma	Teemu Keskinen	teemu.keskinen@quantservice.com
FI49	Exxon Mobil Naantali	Petri Harju	petri.harju@quantservice.com
FI51	Kaivon Liha Turku	Joni Lindström	joni.lindstrom@quantservice.com
FI52	Lantmännen Cerealia Kotka	Torsti Julin	torsti.julin@quantservice.com
FI53	Lantmännen Joutseno	Timo Mattila	timo.mattila@quantservice.com
FI54	Lantmännen Vantaa	Timo Mattila Anssi Heikkinen	timo.mattila@quantservice.com anssi.heikkinen@quantservice.com
FI55	Lantmännen Vaasan Kiiminki	Hannu Kivelä	hannu.kivela@quantservice.com
FI57	Vaasan Vammala	Mikko Riepponen	mikko.riepponen@quantservice.com
FI58	Lantmännen Vaasan Kuusankoski	Jari Hiltunen, Kari Pyötsiä	jari.hiltunen@quantservice.com kari.pyotsia@quantservice.com
FI59	Lantmännen Vaasan Vantaa	Jari Hiltunen, Matti Johansson	jari.hiltunen@quantservice.com matti.johansson@quantservice.com