

Peab Oy
Peab Infra Oy
Peab Kiinteistökehitys Oy
Peab Support Oy
Ultimes III Ky
Ultimes IV Ky
Ultimes V Ky
Eventes II Ky

Invoicing instructions for suppliers

Dear co-operating partner,

We primarily accept invoices as e-invoices.

If you do not have the possibility to send e-invoices, you can also send us the invoices in PDF format by email. Each invoice must be sent as a separate file. If the invoice contains attachments, the attachments should be combined with the invoice into a merged PDF file.

Company	Invoicing address
Peab Oy 1509374-8	E-invoices: Invoicing address: 003715093748 Operator: Basware Oyj Operator code: BAWCFI22 PDF invoices: peaboy@bscs.basware.com
Peab Infra Oy 2303725-2	E-invoices: Invoicing address: 003723037252 Operator: Basware Oyj Operator code: BAWCFI22 PDF invoices: peabinfraoy@bscs.basware.com
Peab Kiinteistökehitys Oy 3136811-5	E-invoices: Invoicing address: 003731368115 Operator: Basware Oyj Operator code: BAWCFI22 PDF invoices: peabkiinteistokehitysoy@bscs.basware.com



Peab Support Oy

2586326-7

E-invoices:

Invoicing address: 003725863267
Operator: Basware Oyj

Operator code: BAWCFI22

PDF invoices: peabsupportoy@bscs.basware.com

Ultimes III Ky

3139119-8

E-invoices:

Invoicing address: 003731391198
Operator: Basware Oyj

Operator code: BAWCFI22

PDF invoices: ultimesiiiiky@bscs.basware.com

Ultimes IV Ky

3139117-1

E-invoices:

Invoicing address: 003731391171
Operator: Basware Oyj

Operator code: BAWCFI22

PDF invoices: ultimesivky@bscs.basware.com

Ultimes V Ky

3139121-9

E-invoices:

Invoicing address: 003731391219
Operator: Basware Oyj

Operator code: BAWCFI22

PDF invoices: ultimesvky@bscs.basware.com

Eventes II Ky

3139237-7

E-invoices:

Invoicing address: 003731392377
Operator: Basware Oyj

Operator code: BAWCFI22

PDF invoices: eventesiiky@bscs.basware.com

Reference information requirements

- Project number/cost center
- Order number or name of the orderer
- Purchaser's and supplier's business ID (mandatory with reverse charge VAT invoices)

Please note that Peab Oy (1509374-8) and Peab Infra Oy (2303725-2) are subject to reverse VAT liability in the construction industry.

More detailed content requirements can be found on page 3. Please check the requirements related to the project number and the order number particularly.

Processing of invoices

Incomplete or incorrect invoices, or invoices that contradict our invoicing instructions, will be returned to the supplier by email. For the return, we need a functioning email address for your invoicing department. Please let us know your company name, business ID, email address and account number in IBAN format to talous@peab.fi before your first invoicing.

The invoice payment period does not begin until the invoice has been delivered with the correct information and in the correct format.

Attachments

Attachments should primarily be attached to the e-invoice or PDF invoice to a merged file. If you are unable to attach the attachments in the same file with the invoice, the attachments should be sent by email to talous@peab.fi. The subject of the email should be the name of the supplier and the invoice number.

Other mail

All other mail goes via our offices. Bank guarantees and securities are sent to our office in Helsinki at the address:

Peab Support Oy, Taloushallinto, Karvaamokuja 2a, 00380 Helsinki.

If necessary, contact talous@peab.fi or tel. 0207 606 290.

Additional information about sending e-invoices

- Finanssialan Finvoice 2.0:n soveltamisohjeet:
https://www.finanssiala.fi/finvoice/dokumentit/Finvoice_2_0_soveltamisohje.pdf
- Finanssialan Finvoice 3.0:n soveltamisohjeet:
https://www.finanssiala.fi/finvoice/dokumentit/Finvoice_3_0_soveltamisohje.pdf
- Rakennusteollisuuden ja Finanssialan Työmaatunniste-ohjeet:
https://www.finanssiala.fi/finvoice/dokumentit/Työmaatunniste_v_2_0.pdf

Additional information on invoicing requirements

Peab primarily accepts invoices as e-invoices. If you are unable to send e-invoices, you can send your invoices in PDF format directly to our operator Basware.

We follow the general invoicing instructions of the tax authority. Invoices must contain the following information:

- The supplier's official company name
- The supplier's business ID or VAT number
- Invoice number
- Supplier's bank account number
- Date of invoice
- Due date
- Note of what is being invoiced, time period, and amount/unit
- Purchaser's name
- Purchaser's business ID (mandatory especially for reverse VAT invoices)
- Gross total
- VAT specification
- Net total
- Purchaser's cost center/project number
- Contract number or name of the orderer (contract number applies to contract suppliers)

Indication of project number and order/contract number on invoices

Peab's project number/cost center and the contract supplier's order/contract number are mandatory information on the invoice. Both numbers should be stated on the invoice without letters, special characters or spaces. If you are not a contract supplier, you should enter the name of the orderer instead of the contract number.

Content	Possible name of the invoice program field	XML-field name	Example
Peab's project number/ cost center	Your reference, Order reference, Your note	<BuyerReferenceIdentifier>	9876543
Peab's order /contract number	Order, Order number, Buyer's order number	<AgreementIdentifier>	12345

Please note that depending on your invoicing program, the field names may differ from the possible field names above. The project number is most likely in the correct field, if you write it in the upper right corner of the invoice, for example in the "Your reference" field. Below is an example of an invoice with Peab's project number and agreement number.

INVOICE

Peab Oy
Karvaamokuja 2a
00380 Helsinki
FINLAND

Date: 1.9.2020
Business ID: 1509374-8
Invoice number: 121212
Reference number: 1234
Bank account number: FI12 3456 3456 3456 12
BIC: NDEAFIHH
Payment terms: Net 30
Due date: 30.9.2020
Your reference: 9400070
Order number: 54321