



DEAR SUPPLIER

Invoices received by us must contain the following reference information:

- ✓ Cost centre number
- ✓ Contact person of the buyer
- ✓ For orders placed through the procurement system, always the order number
- ✓ Buyer's contract number
- ✓ Other reference information provided by the buyer (e.g. project number)

We do not process invoices submitted with incomplete information.

Incomplete or incorrect reference data may also cause a delay in payment.

Finavia Corporation and the subsidiaries Airpro Oy and RTG Ground Handling Oy use electronic purchase orders and online invoices to accelerate the purchase and invoicing processes.

Please send your invoices either as e-invoices or as invoices created through the Basware supplier portal.

#### ONLINE INVOICES

Our online invoicing and PEPPOL addresses are:

Finavia Oyj	EDI-invoice: 003723025702	PEPPOL-address: 0216:003723025702
Airpro Oy	EDI-invoice: 003709682853	PEPPOL-address: 0216:003709682853
RTG Ground Handling Oy	EDI-invoice: 003720310508	PEPPOL-address: 0216:003720310508

Operator: Basware Corporation  
Operator ID: BAWCFI22

#### SUPPLIER PORTAL

In addition to online invoicing, we have launched a supplier portal that makes it possible to send electronic invoices even if actual online invoicing was not used or possible.

The service is free.

You can activate the service in Basware Commerce Network:

<https://portal.basware.com/open/finavia24>

Instructions on using the portal:

[https://portal.basware.com/hardcoded\\_versioned\\_path/assets/b2bcloud/EN/about.this.document.htm](https://portal.basware.com/hardcoded_versioned_path/assets/b2bcloud/EN/about.this.document.htm)

The portal also has a chat function for contacting Basware's support personnel.

We would like to kindly ask you to inform us of the number of your first online invoice by sending e-mail to [accountspayable@finavia.fi](mailto:accountspayable@finavia.fi). In this manner, we can ensure that your invoice has arrived.

Kind regards,  
Finavia Corporation, Accounts Payable