

Invoicing instructions

Dear Supplier,

E-invoice addresses and invoicing addresses for paper invoices in SRV Group companies are listed below. This address applies only to purchase invoices sent to us. Other mail (e.g. advertising and customer letters) should still be sent using the previous address.

We recommend that you primarily send us invoices as electronic invoices. E-invoicing enables us to process your invoices accurately and quickly.

E-invoice addresses in SRV Group companies:

Name of the company	E-invoicing address (EDI/OVT) code:	Intermediary	Intermediary's code
SRV Group Plc/SRV Yhtiöt Oyj	003717071868	Ropo Capital Oy	003714377140
SRV Construction Ltd/SRV Rakennus Oy	003717282446	Ropo Capital Oy	003714377140
SRV Infra Ltd/SRV Infra Oy	003705909379	Ropo Capital Oy	003714377140
SRV Russia Ltd/SRV Russia Oy	003722791261	Ropo Capital Oy	003714377140
SRV Ream Oy	003728555323	Ropo Capital Oy	003714377140
Tampereen Monitoimiareena Ky	003728589814	Ropo Capital Oy	003714377140
Koy Tampereen Monitoimiareena	003727929514	Ropo Capital Oy	003714377140
Tampereen Tornit Ky	003728589646	Ropo Capital Oy	003714377140
Tampereen Areenahotelli Ky	003728589689	Ropo Capital Oy	003714377140
Kiinteistö Oy Tampereen Areenahotelli	003728678382	Ropo Capital Oy	003714377140
Kiinteistö Oy Porvoon Ratsumestarinkatu 6	003721959042	Ropo Capital Oy	003714377140
SRV Joensuu Oy	003707350257	Ropo Capital Oy	003714377140
Työyhteensiittymä FMS	003729614401	Ropo Capital Oy	003714377140

Invoice reference information and site number

The invoice must include the project number (e.g. 1234) stated by SRV. If the invoice does not have a separate place for the project number, then the project number should be stated as the purchaser/customer reference such that the project number is preceded by the text WORK or TYÖ, e.g. WORK1234 or TYÖ1234.

If your invoicing is based on a contract or order, the contract number or order number must appear in the fields provided for them on the invoice. The order number is project- and contract-specific. The site contact person or contract provider will indicate the order number to be included in the invoice. The order number is in the form PXXXXXX.

Irrespective of the manner of invoicing, invoices must include the customer's reference information and the

following information in the form indicated in the example:

SITE NUMBER	CUSTOMER'S FIRST NAME AND LAST NAME	CONTRACT NUMBER	ORDER NUMBER
Compulsory	At the customer's request/if required	At the customer's request/if required	At the customer's request/if required
Example: 2802 or WORK2787 or TYÖ2787	Example: Clara Customer	Example: 58256322	Example: P8000063

Please note that the invoice must meet legal and tax requirements in order to be processed. SRV will not pay interest or other collection expenses if delay in payment is due to incomplete invoicing information.

Invoicing addresses for paper invoices in SRV Group companies:

If your company is not able to send invoices electronically, we kindly ask you to use our centralised invoicing addresses. **Our new invoicing addresses are:**

Name of the company	New PO Box	New PO Box postal address
SRV Group Plc/SRV Yhtiöt Oyj	8034	02066 DOCUSCAN
SRV Construction Ltd/SRV Rakennus Oy	8035	02066 DOCUSCAN
SRV Infra Ltd/SRV Infra Oy	8036	02066 DOCUSCAN
SRV Russia Ltd/SRV Russia Oy	8037	02066 DOCUSCAN
Kiinteistö Oy Porvoon Ratsumestarinkatu 6	8038	02066 DOCUSCAN
Tampereen Monitoimiareena Ky	8064	02066 DOCUSCAN
Koy Tampereen Monitoimiareena	8065	02066 DOCUSCAN
Tampereen Tornit Ky	8066	02066 DOCUSCAN
Tampereen Areenahotelli Ky	8067	02066 DOCUSCAN
Kiinteistö Oy Tampereen Areenahotelli	8068	02066 DOCUSCAN
SRV Ream Oy	8077	02066 DOCUSCAN
SRV Joensuu Oy	8432	02066 DOCUSCAN
Työyhteensliittymä FMS	8094	02066 DOCUSCAN

If you submit invoices in paper form, the PO Box/PL invoicing address must be visible on both the invoice and the mailing envelope so that the purchase invoice scanning service can direct your invoices correctly.

Please note that the above-mentioned addresses applies only to invoices. Other mail should be sent to the address indicated by the customer. The site contact person or the contact provider will assist in questions relating to order numbers and reference information.

If you have any questions about invoicing addresses, please contact our accounts payable team:

Email: ostolaskut@srv.fi

Telephone: +358 40 641 5858

Best wishes,

SRV Group Plc