

4.12.2017

Helen Group invoicing from 1 January 2018

Dear Valued Supplier / Partner,

Helen Group is improving and streamlining its purchase invoice processing. To ensure smooth invoice processing, all parties invoicing Helen Group companies must include invoicing reference numbers as provided by Helen Group on all their invoices at the latest from 1 January 2018.

Invoices received without the invoicing reference number provided by Helen Group will be returned to the sender as from 1 February 2018. Please note the following in future:

- When accepting an order, make sure you have received an order or agreement number in relation to the item being ordered
- Use the order or agreement number you have received as the reference number on your invoices in the format provided
- Always include the invoicing reference also in e-invoicing materials

Helen Group accepts only e-invoices

Helen Group companies and e-invoice addresses:

Helen Ltd Company Reg. No. 2630573-4 EDI code 003726305734	Helen Electricity Network Ltd Company Reg. No. 2035428-7 EDI code 003720354287
Oy Mankala Ab Company Reg. No. 0158738-4 EDI code 003701587384	Helsingin Energiatunnelit Oy Company Reg. No. 2640207-5 EDI code 003726402075
Kiinteistöosakeyhtiö Helsingin Sähkötalo Company Reg. No. 1901114-8 EDI code 003719011148	Operator: Basware Oyj Operator code: BAWCFI22

If you have not yet moved over to e-invoicing, you can send e-invoices to Helen Group companies via the free Basware Portal service: <https://portal.basware.com/open/helen-konserni>

Helen Ltd
Finance



Timo Rajala
CFO

Additional information: Sami Rautiainen / Systems Manager, sami.rautiainen@helen.fi