

Pihlajalinna Group's invoicing addresses

Operator: Basware Oyj
Identification number: BAWCFI22

Pihlajalinna Group's OVT numbers (the invoice must be addressed to the right company)

Company	Business ID	OVT number
Ab Bottenhavets Hälsa - Selkämeren Terveys Oy	2833208-2	003728332082
Dextra Lapsettomuuskliniikka Oy	2563086-9	003725630869
DokTori Oy	2617382-3	003726173823
Forever Helsinki Oy	1965618-1	003719656181
Ikipihlaja Johanna Oy	2108990-5	003721089905
Ikipihlaja Kuusama Oy	1110272-3	003711102723
Ikipihlaja Matinkartano Oy	2100758-6	003721007586
Ikipihlaja Setälänpiha Oy	2100760-7	003721007607
Ikipihlaja Oiva Oy	2541958-8	003725419588
Ikipihlaja Sofianhovi Oy	1108727-9	003711087279
Jokilaakson Terveys Oy	2260756-7	003722607567
Jämsän Terveys Oy	2685106-5	003726851065
Kolmostien Terveys Oy	2674284-6	003726742846
Koy Levin Pihlaja	2587774-9	003725877749
Kuusiolinna Terveys Oy	2686559-8	003726865598
Laihian Hyvinvointi Oy	2887810-6	003728878106
Linnan Klinikka Oy	0878086-5	003708780865
Mediapu Oy	2555268-8	003725552688
Mäntänvuoren Terveys Oy	2517663-5	003725176635
Pihlajalinna Erityisasumispalvelut Oy	2833691-3	003728336913
Pihlajalinna Ikioma Oy	2519853-5	003725198535
Pihlajalinna Kainuu Oy	3136375-2	003731363752
Pihlajalinna Lääkärikeskukset Oy	2452505-5	003724525055
Pihlajalinna Plc	2617455-1	003726174551
Pihlajalinna Terveys Oy	2303024-5	003723030245
Ullanlinnan Silmälääkärit Oy	0106524-4	003701065244

We use e-mail in our invoice-related communication and kindly ask you to provide your contact e-mail to the address ostolaskut@pihlajalinna.fi.

Term of payment of the invoice

The payment term of the invoice must be at least 30 days net. The payment period starts to run only when the invoice has been delivered in the correct format to our accounts payable.

Information required on the invoices

Cost centre and reference person

The cost centre and the client/person processing of the invoice must indicated as reference on all invoices. Pihlajalinna uses the Snowfox.Ai AI service, which posts purchase invoices automatically. Artificial intelligence works best when the reference is given in the form 123456 Meikäläinen Matti and is entered in the following fields:

Right fields in the TEAPPS standard:
INVOICE/HEADER/ORDER_INFORMATION/ORDER_REFERENCE or
INVOICE/HEADER/ORDER_REFERENCE or
INVOICE/HEADER/BUYER_REFERENCE

Finvoice 1.3 and more recent:
Finvoice/InvoiceDetails/BuyerReferenceIdentifier

Invoices with a purchase order

The **purchase order number** is obligatory for invoices with a purchase order **Only the products of one purchase order may be invoiced on a single invoice.**

The purchase order number is generated in the order system and has the form YYYYMMDD + a consecutive number, e.g. 220801123

TEAPPSXML: INVOICE/HEADER/ORDER_INFORMATION/ORDER_NUMBER
Finvoice: Finvoice/InvoiceDetails/OrderIdentifier

Invoices with a contract

The contract number is mandatory information for recurring invoices based on contracts. We reconcile recurring invoices automatically based on the contract number.

TEAPPSXML: INVOICE/HEADER/CONTRACT_INFORMATION/CONTRACT_NUMBER
Finvoice: Finvoice/InvoiceDetails/AgreementIdentifier

We do not register invoices sent with incomplete information in our systems.

The invoice must not contain any personal information identifying the customer (GDPR). Invoice attachments containing personal information must be sent to the correct email address according to the instructions given separately.

We do not register invoices or their attachments containing personal information in our systems.

Invoice portal

If you are not able handle invoicing electronically, invoices addressed to our group companies must be sent through the Basware portal at the address

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

Use of the portal is free of charge and it **allows sending invoices to our group companies in electronic form**. In that case, the customer's name and delivery address must be entered in the invoice line-specific message field. Please note that use of the portal requires a business ID. Questions concerning the use of the invoicing portal are answered by Basware's technical customer support.

Enquiries relating to invoicing addresses:

Accounts payable, Pihlajalinna Group, ostolaskut@pihlajalinna.fi

Questions relating to the use of Basware Portal:

Basware knowledge Base: https://basware.service-now.com/bw?id=bw_kb_view2

Basware Customer Service Portal: https://basware.service-now.com/bw?id=bw_csm_index

Thank you for your cooperation!