

Invoicing address

We are handling our purchase and expense invoices electronically. We receive invoices primarily as e-invoices.

From 10.1.2018 on our e-invoice operator is Liaison Technologies Oy, y-tunnus 0859912-6. Operator's EDI is 003708599126. Additional information about sending an e-invoice is provided in the following address: support.europe@liaison.com. New billing information are valid from 15.1.2018 on.

F-invoices:

HUB corporation / Business ID/ EDI / Serial number

HUB logistics Finland Oy / 1637626-4 / 003716376264 / 16810053 HUB logistics Automotive Oy / 1535858-2 / 003715358582 / 16810079 HUB logistics Packaging Oy / 0871816-4 / 003708718164 / 16810111 Hubstock Oy / 0900160-8 / 003709001608 / 16810152 HUB logistics Service Oy / 2738798-9 / 003727387989 / 16810129 HUB logistics Support Oy / 2738787-4 / 003727387874 / 16810137 HUB logistics Aviation Oy / 2674632-9 / 003726746329 / 16810087 HUB logistics 3PL Oy / 1641384-6 / 003716413846 / 16810061 HUB logistics Cargo Oy / 2784175-8 / 003727841758 / 16810095 HUB logistics Handling Oy / 2784178-2 / 003727841782 / 16810103 HUB logistics Terminal Oy / 2784171-5 / 003727841715 / 16810145 **3D Property Invest Oy** / 2539426-1 / 003725394261 / 16810160

Invoices to be sent by email

The serial number must appear in the address field, so the invoices can be directed to the right HUB corporation.

HUB corporation name, e.g. HUB logistics Finland Oy Serial number 168XXXXX PL 861 00019 SSC







Send PDF/JPG/TIF format invoices to address: scanning.europe@liaison.com

- The serial number identifies the right receiving HUB corporation
- The invoices are sent as attachments of the emails (PDF/JPG/TIF)
- One invoice per file, which includes all the pages of the invoice and its attachments. Invoice must be page number 1.
- One email can contain several invoices (separated files).
- The attached documents must not be locked, protected or compressed (zip).

Paper invoices

The serial number must appear in the address field, so the invoices can be directed to the right HUB corporation.

HUB corporation name, e.g.. HUB logistics Finland Oy Serial number 168XXXXX PL 861 00019 SSC

- Any other mail than invoices must not be sent to invoicing address
- Advertisements etc. will be sent back to the sender or destroyed.
- Payment requests will be sent to HUB corporation's postal address: Vanha Porvoontie 256, 01380 Vantaa.
- The invoice(s) are mailed in a single envelope with their attachments; an invoice with several pages must not be split into different envelopes. Color of the text must be black.
- Pages of the invoice must not be attached together e.g. with a stapler.
- Total amount of the invoice and the bank account must be visible

All other mail (e.g. debt collection, agreements, packages) must be sent into the following address:

(Receiving company) Vanha Porvoontie 256 01380 Vantaa Finland





