

## Invoicing instructions

**By writing exact and correct information in your invoice, you make easier and faster to control them and make sure that you receive a payment on time. On one invoice shall be expenses of one cost pool and or one project.**

If an invoice arrives with faulty information, it will be sent back to sender; in which case we are not responsible for potential delays in payments.

On this website you find invoicing instructions for NCC Suomi Oy, NCC Industry Oy and NCC Property Development Oy.

### **NCC's general requirements for invoices**

Applies suppliers who do not have an agreement with NCC.

- NCC's standard term of payment is 30 days net. The invoice must include general value added tax (VAT) markings in accordance with The Value Added Tax Act (<https://www.vero.fi/en/businesses-and-corporations/>)
- In addition to general invoice requirements of The Value Added Tax Act invoices addressed to NCC shall have company-specific markings. Instructions below.
- NCC does not allow selling of invoices to a third party, for example to a financing company (factoring), without agreeing upon that with NCC.
- Suppliers must have all required registrations in order (for example value added tax registration and/or collection at source registration) as well as all clearances in accordance with The Act on the Contractor's Obligations and Liability.

### **NCC Suomi Oy**

- Business code 1765514-2
- Electronic invoicing address: 003717655142
- Operator: CGI Suomi Oy
- OVT-code of operator: 003703575029
- Paper invoices: NCC Suomi Oy, C0034, SE-19083 Rosersberg, Sweden
- By e-mail: [fiinvoice@ncc.fi](mailto:fiinvoice@ncc.fi). Write to subject field "NCC Suomi Oy".
  - E-mail message can include several pdf-files presuming that each pdf-file includes one invoice as a whole.
  - E-mails are received automatically and texts in the e-mail shall not be read.

The following information shall be in invoices:

- In invoices for projects (work number) shall be marked on the first page as identifier both work number (5 digits) and contract number (8 digits) in form: work number/order number.
- In invoices for cost pools shall be mentioned eight-figure cost pool number.
- In one invoice it is possible to charge only one order.

## **NCC Industry Oy**

- Business code 1765515-0
- Electronic invoicing address: 003717655150
- Operator: CGI Suomi Oy
- OVT-code of operator: 003703575029
- Paper invoices: NCC Industry Oy, Co034, SE-19083 Rosersberg, Sweden
- By e-mail: fiinvoice@ncc.fi. Write to subject field "NCC Industry Oy".
  - E-mail message can include several pdf-files presuming that each pdf-file includes one invoice as a whole.
  - E-mails are received automatically and texts in the e-mail shall not be read.

The following information shall be in invoices:

- Project number/profit centre mentioned in our order and possibly resourceaccount and/or work number in the invoice as buyer's reference in form: "Project/profit centre -resource account- work number" (for example 63001234-41830-10001)
- Project/profit centre (begins with 6300xxxx or 36xxxxx) is always obligatory. Work number in obligatory with project number. If a resource account is not mentioned in order, you can leave it out as well as hyphens before it. If a compilation invoice where row information is directed at different profit centres/project numbers and/or at different work numbers is in question, also references shall be marked on each row.

## **NCC Property Development Oy**

- Business code 1765519-3
- Electronic invoicing address: 003717655193
- Operator: CGI Suomi Oy
- OVT-code of operator: 003703575029
- Paper invoices: NCC Property Development Oy, Co034, SE-19083 Rosersberg, Sweden
- By e-mail: fiinvoice@ncc.fi. Write to subject field "NCC Property Development Oy".
  - E-mail message can include several pdf-files presuming that each pdf-file includes one invoice as a whole.
  - E-mails are received automatically and texts in the e-mail shall not be read.

The following information shall be in invoices:

- Name of contact person in NCC Property Development Oy
- Seven- or eight-figure project reference number.
- Five-figure account number reference of accounting.