Invoicing instructions – YIT Business Premises Ltd

Dear partner,

We ask you to send invoices and relevant attachments as an e-invoice to ensure appropriate and quick handling of your invoices.

E-INVOICES

We prefer electronic invoices as the primary method of receiving invoices. Please send invoices and attachment to the below e-invoicing address

Company	OVT /e-invoicing address
YIT Business Premises Ltd (3370377-3)	00373370377396

Our e-invoicing operator is Basware, whose operator code is BAWCFI22.

INVOICING REQUIREMENTS

The following information must be included in the invoice. If the invoices do not meet the stated requirements, it will be returned to supplier.

- Invoices need to be addresses to YIT Business Premises Ltd (Company ID: 3370377-3)
- Invoice must include following reference information
    - YIT project code (for example FI1001000) or cost centre (without any additional symbols or text). Project and cost center information need to be in separate field in the invoice header and part of e-invoice message. YIT project codes will remain same.
    - Reference person
    - Contract number or reference to written purchase order. If you are unsure of the contract number, please inquire from your YIT project contact
    - If invoice includes work, details of work performed with signed confirmation from YIT supervisor need to be included as part of invoice or attachments
- A single invoice must not include costs for more than one YIT business unit or project, unless otherwise explicitly agreed
- Invoices/receivables cannot be transferred or sold to third parties without the written consent of YIT Business Premises Ltd
- Please send only invoices and related attachments to the YIT Business Premises Ltd invoicing address
- Please note that these new invoicing details are valid only from January 1st, 2024 onwards. Until then you should use the existing YIT Suomi Oy invoicing details

SECONDARY INVOICING CHANNELS IF THERE IS NO POSSIBILITY SEND E-INVOICES

If your company cannot send e-invoices, the Supplier Portal can be used for submitting invoices in electronic format. Portal is free and can be found from here **https://portal.basware.com/open/YITportal**

If your company cannot send e-invoices, invoices can also be sent in PDF format by e-mail to: laskut.yit_businesspremises@bscs.basware.com . Each invoice must be sent as a separate file, but several files can be attached to one email message. The PDF file must comprise both the invoice and relevant attachments.

Best regards,

YIT BUSINESS PREMISES LTD

For further information, please contact: ap@yit.fi