

A satellite with solar panels is shown in space, orbiting Earth. The Earth's horizon is visible at the bottom of the frame, with a blue and white atmosphere. The satellite is positioned diagonally across the upper half of the image.

ICEYE

SUPPLIER KIT

HOW TO SEND YOUR INVOICES
TO ICEYE OY

HOW TO SEND INVOICES TO ICEYE OY

E-invoices

This is our preferred invoicing method. Our service provider is Maventa (DABAFIHH). If you already have an agreement with an e-invoice operator, ask your operator to route the e-invoices to us through Maventa e-invoice.

PDF invoices

E-mails are not e-invoices, but we accept them too. Please send one invoice per PDF; there can be several PDF's in one e-mail. Kindly check invoice e-mail address below. Please note that it is a 'no reply' e-mail address; however, you should receive a reply confirming that your invoice(s) are scanned.

Paper invoices

To ensure timely payments, we encourage the use of e-invoices. However, if you are obliged to send your invoice to us in a paper format, kindly note the postal invoicing address below. We do not accept paper invoices sent to our visiting address.

INVOICING DETAILS

ICEYE unit	Invoice postal address	E-invoicing address	E-mail address (PDF only)	VAT number
ICEYE Oy Maarintie 6, 02150 Espoo, Finland	ICEYE Oy 26398221 PL 100 FI-80020 Kollektor Scan	E-invoice address: 003726398221 Operator: Maventa (003721291126) Mediator Code if sending from Bank Networks: DABAFIHH	invoice-26398221@kollektor.fi	FI26398221

Please inform our company's contact person when you have sent the first invoice, so he or she can monitor that the invoice is properly received.

REQUIREMENTS FOR SENDING PDF INVOICES

When sending invoices via email there are few things to remember:

- Invoices should be attached as PDF file; one invoice per PDF. Any invoice attachments should be scanned to the same PDF file as the invoice.
- Several PDF invoices can be included in one email and each of the PDF's will be processed as one invoice.
- The email content can be left blank as only PDF attachments will be processed.
- Do send only invoices this way. Any other information or document will be discarded.
- The file name is not allowed to contain other characters than a-z, A-Z, 0-9.
- Email size cannot exceed 10MB and emails larger than this are discarded with a notification to the sender.
- PDF file versions older than v1.3 are not supported.
- PDF-files cannot be protected with a password or locked in any other way.

For any questions related to your invoices, please contact us via payables@iceye.com

If the invoices do not meet the stated requirements, it will be returned to the supplier, which may cause delays in payments.

CONTENT REQUIREMENTS FOR INVOICES

For prompt payment, please ensure that all invoices contain following:

INVOICE INFORMATION	MANDATORY FIELDS
GENERAL INFORMATION	
Invoice number	Mandatory
Invoice type (invoice, credit note)	Mandatory
If credit note, refer to the original invoice number	Mandatory
Invoice date	Mandatory
Due date or payment term	Mandatory
REFERENCE INFORMATION	
ICEYE reference (contact person or department)	Mandatory
Description of the goods and/or the services purchased	Mandatory
Contract number	If applicable
Supplier purchase order number	If applicable
CUSTOMER INFORMATION	
Full name of ICEYE entity	Mandatory
Full address of ICEYE entity	Mandatory
ICEYE entity VAT number / registration number	Depends on country
SUPPLIER INFORMATION	
Full name of the supplier	Mandatory
Full address of the supplier	Mandatory
Supplier VAT number / registration number	Depends on country
Bank account details: BIC & IBAN or local bank account number & bank address	Mandatory
Payment reference in country specific standard format	Depends on country
INVOICE AMOUNTS	
Currency	Mandatory
Net amount (tax* excluded)	Mandatory
Gross amount (tax* included)	Mandatory
Freight	If applicable
Tax* rate / percentage	Mandatory
Rounding	If applicable

Any missing details may result in delays or invoices being returned to you for correction and resubmission.

REQUIREMENTS FOR SENDING PAPER INVOICES

- Both the invoice and the envelope must contain complete scanning address information to ensure quick and reliable delivery:
 - ICEYE Oy
 - 26398221
 - PL 100
 - 80020 Kollektor Scan
- Do not send any other material except invoices to scan address. Any other material (for example receipts, business gifts, credit cards or entrance tickets) does not reach their recipient through the address above.
- Use only black text on white background.
- While using scanning service please do not use rivets.

CREDIT MEMO

- If an incorrect invoice has been submitted to ICEYE Accounts Payable, submit a credit memo to reverse the incorrect invoice submission.
- Include the original invoice number as a reference on the credit memo.
- Once a credit memo has been issued a revised invoice should be submitted.

QUESTIONS ABOUT SENDING INVOICES?

For any questions related to your invoices, please contact ICEYE Accounts Payable via payables@iceye.com.