

ICEYE

SUPPLIER KIT

HOW TO SEND YOUR
INVOICES TO ICEYE OY

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E-INVOICES

This is our preferred invoicing method. Our new service provider is Pagero. If you already have an agreement with an e-invoice operator, ask your operator to route the e-invoices to us through Pagero 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 PDF scanning 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 7340 02066 DOCUSCAN | E-invoice ID: 003726398221 Operator: Pagero 003723609900 | iceye@mail.palleteoy.readsoftonline.com | 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 50MB and emails larger than this are discarded without a notification to the sender.
- ▶ PDF file versions 1.3 - 1.7 are supported.
- ▶ PDF-files cannot be protected with a password or locked in any other way.

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/and cost center) | 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 |

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
PL 7340
02066 DOCUSCAN
- ▶ 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.

OTHER ICEYE UNITS

- ▶ Do not send invoice to ICEYE Oy if it's addressed to another ICEYE legal entity.
- ▶ Use details below:

| POLAND | UK | US | SPAIN | LUXEMBOURG | NETHERLANDS |
|---|---|--|---|--|--|
| ICEYE Polska Sp. z o.o. ul. Wspólna 70 00-687 PL00687 Warsaw, Poland VAT: PL5272824522 | ICEYE Information Solutions UK Ltd. BASE Borden Innovation Centre 60 Barbados Road Bordon, GU35 0FX VAT: GB344561305 | ICEYE US, Inc. 4470 W Sunset Blvd #91100 Los Angeles, CA 90027 US EIN: 82-2307968 | ICEYE Spain, SL CL Monte Esquinza 30 BJIZ 28010 Madrid Spain VAT: ESB886283118 | ICEYE S.à r.l. 53, boulevard Royal, L - 2449 Luxembourg VAT: LU33580306 | IEYE Netherlands B.V. Barbara Strozzilaan 00201, 1083HN Amsterdam VAT: NL863248342B01 |

QUESTIONS ABOUT SENDING INVOICES?

Contact ICEYE Oy Accounts Payable via payables@iceye.com.