

ICEYE

SUPPLIER KIT

HOW TO SEND YOUR
INVOICES TO ICEYE

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www.ICEYE.com

HOW TO SEND INVOICES TO ICEYE

E-INVOICES

E-invoicing is our preferred method. Our e-invoice 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

We accept PDF invoices sent by email, in addition to e-invoices. Each PDF file should correspond to a single invoice, but you can send several PDFs in one email. Kindly confirm the PDF scanning e-mail address in the table below. Please note that it is an automated email address.

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 confirm ICEYE business unit address below.

ICEYE UNIT	VAT/TIN NUMBER	E-INVOICE	EMAIL TO SEND PDF INVOICES
ICEYE Oy Maarintie 6, 02150 Espoo, Finland	FI26398221	Operator: Pagero E-invoice ID: 003726398221	APinvoice.FIN.01@iceye.fi
ICEYE Polska Sp. z o.o. ul. Wspólna 70 00-687 Warsaw, Poland	PL5272824522	Operator: Pagero E-invoice ID: PL5272824522 Peppol ID: 9945:PL5272824522	APinvoice.POL.01@iceye.fi
ICEYE Information Solutions UK Ltd. BASE Borden Innovation Centre 60 Barbados Road Bordon, GU35 0FX	GB344561305	Operator: Pagero E-invoice ID: GB344561305 Peppol ID: 9932:GB344561305	APinvoice.GBR.01@iceye.fi

ICEYE UNIT	VAT/TIN NUMBER	E-INVOICE	EMAIL TO SEND PDF INVOICES
ICEYE Spain, SL CL Monte Esquinza 30 BJ IZ 28010 Madrid Spain	ESB886283118	Operator: Pagero E-invoice ID: ESB886283118 Peppol ID: 9920:ESB88628318	APinvoice.ESP.01@iceye.fi
ICEYE S.à r.l. 53, boulevard Royal, L - 2449 Luxembourg	LU33580306	Operator: Pagero E-invoice ID: LU33580306 Peppol ID: 9938:LU33580306	APinvoice.LUX.01@iceye.fi
ICEYE North America Inc 302 Washington St San Diego, CA 92103 US	87-4472594	Operator: Pagero E-invoice ID: 87-4472594	APinvoice.USA.01@iceye.fi

Please inform our company's contact person when you have sent the first invoice, so they 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 a PDF file; one invoice per PDF. 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 REQUIREMENT FOR INVOICES

If you have placed a purchase order, your invoice must include ICEYE's purchase order number in the correct format ("PO" + 10-digit number, e.g. "PO2201000002").

Each invoice must correspond to only one purchase order.

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

INVOICE INFORMATION

Invoice Number	Mandatory
Invoice Type (invoice, credit note, proforma invoice)	Mandatory
If credit note, refer to original invoice number	Mandatory
Invoice date	Mandatory
Due date/Payment term	Mandatory
If proforma invoice, send commercial invoice afterwards	Mandatory

REFERENCE INFORMATION

ICEYE Reference (Contact person/department)	Mandatory
Description of the goods/services purchased	Mandatory
Contract number	If applicable
Purchase Order number	Mandatory
If credit note, add Vendor Return Authorization number (VRA)	Mandatory

CUSTOMER INFORMATION

Full name of ICEYE entity	Mandatory
Full address of ICEYE entity	Mandatory
VAT/Business ID	Depends on the country

SUPPLIER INFORMATION

Supplier full name	Mandatory
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Supplier full address	Mandatory
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Supplier VAT/Registration Business ID	Mandatory
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Bank account details: BIC & IBAN or local bank account number & bank address	Mandatory
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Payment reference in country specific standard format	Mandatory
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INVOICE AMOUNTS

Currency	Mandatory
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Net Amount (tax excluded)	Mandatory
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Gross amount (tax included)	Mandatory
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Freight	Mandatory
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Tax rate/percentage	Mandatory
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Rounding	Mandatory
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REQUIREMENTS FOR SENDING PAPER INVOICE

- ▶ Do not send any other material except invoices to the ICEYE business unit addresses.

CREDIT MEMO

- ▶ If an incorrect invoice has been submitted to ICEYE Accounts Payable, submit a credit memo to reverse the incorrect invoice submission.
- ▶ If applicable, please mention the Purchase Order number and VRA (Vendor Return Authorization) number in the credit memo.
- ▶ 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?

Contact accounts payable team of the respective ICEYE business unit:

- ▶ ICEYE OY payables.finland@iceye.fi
- ▶ ICEYE Polska Sp. z o.o. payables.poland@iceye.fi
- ▶ ICEYE Information Solutions UK Ltd. payables.uk@iceye.fi
- ▶ ICEYE Spain, SL. payables.spain@iceye.fi
- ▶ ICEYE S.à r.l. payables.luxembourg@iceye.fi
- ▶ ICEYE North America Inc payables.usna@iceye.fi