

**BULLETIN**  
5.5.2023

Dear Supplier,

**INVOICING ADDRESSES FOR ARCTIA GROUP**

OpusCapita Solutions Oy acts as the intermediary for our e-invoices, the intermediary ID is E204503.

Company	Company ID	E-invoicing address
Arctia Ltd	2302573-7	003723025737
Arctia Icebreaking Ltd	2305403-6	003723054036
Arctia Karhu Ltd	2451366-0	003724513660
Arctia Management Services Ltd	2725941-8	003727259418
Arctia Meritaito Ltd	2302565-7	003723025657

If you are not able to send e-invoices, you can send the invoice to the email addresses below. The invoice sent by e-mail and its attachments must be in the same PDF file. One e-mail can contain a maximum of 10 PDF invoices.

Arctia Ltd	arctia.FI.P.109888-8@docinbound.com
Arctia Icebreaking Ltd	Icebreaking.FI.P.109889-6@docinbound.com
Arctia Karhu Ltd	karhu.FI.P.109905-0@docinbound.com
Arctia Management Services Ltd	ams.FI.P.109906-8@docinbound.com
Arctia Meritaito Ltd	meritaito.FI.P.129952-8@docinbound.com

**Please note that Arctia companies no longer accept paper invoices.**

All invoices must have a customer reference, which includes the order number or, in its absence, the name of the cost center or our contact person. Other reference information in accordance with the information stated in the contract/order. The customer reference should be located in the e-invoicing material as follows:

Information	Finvoice 3.0. (e-invoice field name)	TEAPPSXML 3.0 (e-invoice field name)	Example of content
Order number generated by the Arctia procurement system <i>without extra characters.</i>	<i>OrderIdentifier</i>	<i>ORDER_NUMBER</i>	Customer order number / Your reference / Buyer order number:  101-123456 E.g. 5202 Seili
OR, in the absence of an order number, the cost center and the name of the vessel or our contact person			
Possible contract number	<i>AgreementIdentifier</i>	<i>Contract_Number</i>	E.g. 123123

Arctia Group's general payment term is 30 days net.

Arctia Meritaito Ltd is selling construction services as referred to in the VAT Act, for which the reverse VAT liability applies to the sale of construction services (VAT 8c § 686/2010).

For more information, please contact: [kirjanpito@arctia.fi](mailto:kirjanpito@arctia.fi)