

Helsinki 28.09.2017

Dear cooperative partner,

OUR INVOICING ADDRESSES ARE CHANGING

<p>E-invoices:</p> <p>E-invoice address (EDI): <i>The e-invoice address of the company</i> Intermediary ID: 003721291126 Intermediary ID when sending from a banking network: DABAFIHH.</p>	<p>Paper invoices:</p> <p><i>The official name of the company being invoiced</i> <i>The business ID of the company</i> PL 100 80020 Kollektor Scan</p>
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We request that all our invoices are sent in the first instance as e-invoices to the e-invoice address of the company being invoiced (EDI). Our new e-invoice operator is Maventa (003721291126). When sending from a banking network, the intermediary ID is DABAFIHH. For e-mail invoices, the address is in the form invoice-12345678@kollektor.fi, where 1234567-8 is the business ID of the company; see more detailed instructions for e-mail invoices later!

N.B.! Night People Group Ltd. is the management company of the group and for that reason we expect you to address invoices in accordance with the companies listed on the next page.

It must be clear from the invoice which restaurant (and town) is being invoiced, as well as the name of the orderer/service user.

If the information in the invoice we receive is incomplete or incorrect, we will have to ask for another invoice.

We adhere to payment terms of at least 21 days from the invoice date. It is not possible to process invoices with a shorter payment period than this before the due date.

DELIVERY OF OTHER MAIL

Only invoices should be delivered to the addresses stated above. Other post is to be delivered to the **postal address of the management:**

Night People Group Ltd.
Iso Puistotie 1
00140 HELSINKI

E-mail toimisto@npg.fi
or firstname.surname@npg.fi

Best regards,
Night People Group Ltd.

Night People Group Ltd. invoice-23970624@kollektor.fi Administration and marketing: Iso Puistotie 1, 00140 HELSINKI	Business ID 2397062-4	EDI ID 003723970624
Helsingin Kaivohuone Ltd. invoice-18621024@kollektor.fi Ravintola Kaivohuone: Iso Puistotie 1, 00140 HELSINKI Club Capital: Fredrikinkatu 51–53, 00100 HELSINKI Eerikinkatu 11: Eerikinkatu 11, 00100 HELSINKI	Business ID 1862102-4	EDI ID 003718621024
Koskin Ravintolat Ltd. invoice-22495550@kollektor.fi Koskiravintolat, Valtakatu 12, 37600 VALKEAKOSKI	Business ID 2249555-0	EDI ID 003722495550
Night People Ltd. invoice-17790598@kollektor.fi Apollo Live Club + Apollo Cafe: Mannerheimintie 16-18, HELSINKI	Business ID 1779059-8	EDI ID 003717790598
Nisu-Aitta Ltd. invoice-08892488@kollektor.fi Baarikärpänen: Pohjoinen Rautatie 21, 00100 HELSINKI	Business ID 0889248-8	EDI ID 003708892488
Suomen Onnelat Ltd. invoice-19351804@kollektor.fi Onnela Kajaani: Linnankatu 18, 87100 Kajaani Wintti & Armas Lahti: Vapaudenkatu 13, 15110 LAHTI	Business ID 1935180-4	EDI ID 003719351804
GM Kuopio Ltd. invoice-17404327@kollektor.fi Onnela-Armas Kuopio: Kauppakatu 18, 70100 KUOPIO	Business ID 1740432-7	EDI ID 003717404327
GM Lappeenranta Ltd. invoice-20088521@kollektor.fi Gigging Marlin: Oksasenkatu 2, 53100 LAPPEENRANTA	Business ID 2008852-1	EDI ID 003720088521
Maxine Ltd. invoice-25540548@kollektor.fi	Business ID 2554054-8	EDI ID 003725540548
GM Kauppakatu Ltd. invoice-19494901@kollektor.fi	Business ID 1949490-1	EDI ID 003719494901
GM Oulu Ltd. invoice-17404319@kollektor.fi	Business ID 1740431-9	EDI ID 003717404319
SK Entertainment Group Ltd. invoice-10666535@kollektor.fi Administration and marketing: Iso Puistotie 1, 00140 HELSINKI	Business ID 1066653-5	EDI ID 003710666535
Wallis Entertainment Ltd. invoice-28355794@kollektor.fi Administration and marketing: Iso Puistotie 1, 00140 HELSINKI	Business ID 2835579-4	EDI ID 003728355794
Anjara Ltd. invoice-28365618@kollektor.fi Bilekortteli Kullervo: Maamiehenkatu 4, 60100 Seinäjoki	Business ID 2836561-8	EDI ID 003728365618

Helsingin Komppi Ltd.

Business ID 2572368-6

EDI ID: 003725723686

invoice-25723686@kollektor.fi

Administration and marketing: Iso Puistotie 1, 00140 HELSINKI

Sending an invoice by e-mail: to be taken into account

It is now possible for suppliers to send purchase invoices for scanning by e-mail as well in PDF format. **The e-mail address where the invoices are received are company-specific and stated in association with the invoicing addresses.**

The requirements for sending an invoice are as follows:

- The invoice must have the full address of the scanning service of the recipient, just as in a paper invoice.
- The invoice is in PDF format and each file sent contains only one purchase invoice with its possible attachments.
- One e-mail message can contain many invoice files, but however the maximum is one hundred (100) files.
- The message field of the e-mail can be empty; it is not attached to the invoice.
- Only invoices can be sent to the address; other material is deleted.
- When naming a PDF attachment, the following characters can be used: A-Z, a-z, 0-9, the hyphen and the underline.
- **Spaces in the file name are not permitted.**
- Empty files (0 kb) will be removed.
- The size of the e-mail cannot exceed 5 MB.
- The invoices must be sent from an address to which it is possible to send possible error notifications as a reply message.
- The PDF version must be 1.4 or higher; versions before this are not supported.

Error situations:

The sender of the e-mail will be informed with an error message in the following cases:

- Incorrect recipient address
- The e-mail invoice has more than one recipient address
- The attachment of the e-mail invoice is incorrect (the file format is wrong or the size is too large)