

21.10.2019

Dear Business Partner,

Our invoicing procedure will change 2.11.2019. The change affects all Saint-Gobain Finland Oy entities: ISOVER, Gyproc, Ecophon, Weber and PAM.

Below please find our new e-mail address for invoicing:

E-mail address for invoicing: sgfinland.invoice@saint-gobain.com

Please notice we only accept invoices sent **electronically** as pdf files. We do not process paper invoices sent to our visiting address.

Invoices must always contain:

- Saint-Gobain Finland Oy as recipient
- the business unit and place of business involved e.g. Saint-Gobain Finland Oy/Weber/Kiikala
- VAT number FI09515553
- order number, if known
- name of the buyer
- delivery address
- payment term as agreed
- please notice: only one invoice per message
- no secure settings nor packed files

We will return invoices with insufficient information to the sender. We do not take responsibility of possible payment delays caused by faulty invoices or invoices sent to the wrong address.

If there occur any problems or questions regarding these invoicing instructions, please contact our accounts payable by e-mail Ap.fin@saint-gobain.com.

Yours sincerely,
Saint-Gobain Finland Oy

