



ANNOUNCEMENT
25.11.2020

UPDATE TO THE INVOICING PROCESS

DEAR PARTNER,

Raute Corporation is in a process to renew the invoicing routine. As of **December 1st, 2020**, our requirements from the purchase to the invoicing process will be updated. We kindly ask Your attention. Please find the attached invoicing instruction for Your further processing. Raute Corporation accepts primarily e-invoices.

Our new processes require order confirmation for all purchase orders (ERP purchase order, phone order, email order). Please make sure that the surname and first name of the person committed to the purchase and the given purchase order reference is on the order confirmation. Automatic invoicing process requires exact match between the order confirmation and the invoice.

The appearance of the invoice and the reference information are vital. Raute returns the invoices that do not match the order confirmation or that do not have the required reference information. More detailed invoicing instructions can be found in the appendices. The electric invoicing instructions are also available in web <https://www.raute.com/head-office>.

Thank you for your co-operation!

Best Regards,
Raute Corporation