

atNorth standard invoice requirements

Below listed invoice requirements are applicable for all invoices for atNorth.
Please read explanations carefully

Invoice format requirements atNorth invoice addresses

| Finland | Denmark | Iceland |
|--|--|---|
| atNorth Oy Reg.nr 32568733 Paciuksenkatu 25 00270 Helsinki Finland | atNorth ApS Reg.nr 44117665 Poul Bundgaards Vej 1, 1. 2500 Valby Denmark | atNorth ehf Reg.nr 5711150690 Steinhella 10 221 Hafnarfjörður Iceland |
| Possible invoice channels: E-Invoicing PDF-Invoices | Possible invoice channels: E-Invoicing PDF-Invoices | Possible invoice channels: E-Invoicing PDF-Invoices |
| E-Invoicing for Finland: Peppol: 0216: 003732568733 eInvoice address (verkkolaskuosoite): 003732568733 Operator ID Logiq (Primary): LO Operator ID Apix (Secondary): 003723327487 (or alternatively 00372332748700001) OVT-TUNNUS: 003732568733 | E-Invoicing for Denmark: Peppol:0184:DK44117665 GLN:0088:57900028313310184 Nemhandel DK:CVR">DK44117665. Reg.nr: 44117665 GLN 5790002831331 Interconnect: Operatør is Logiq, adresse: 44117665 and GLN 5790002831331 Interconnect Operatør is Logiq, adresse: 44117665 and GLN 5790002831331 | E-Invoicing for Iceland: Peppol, Skeytamiðjan |
| PDF invoices for Finland: fi-accounting@atnorth.com | PDF invoices for Denmark: dk-accounting@atnorth.com | PDF invoices for Iceland: is-accounting@atnorth.com |

| Sweden | Spain | Norway |
|---|---|--|
| <p>atNorth AB Reg.nr 5591471395 atNorth Holding AB Reg.nr 5591471569 Esbogatan 4 164 74 Kista Sweden</p> <p>atNorth HPC AB Reg.nr 5566297866 Byfogdegatan 6 41505 Göteborg Sweden</p> | <p>atNorth HPC S.L.U. Reg.nr B86959715 Calle Quiroga Ballesteros 3 27001 Lugo Spain</p> | <p>atNorth Holding AB, Reg.nr 5591471569 Esbogatan 4 164 74 Kista Sweden</p> |
| <p>Possible invoice channels: E-Invoicing PDF-Invoices</p> | <p>Possible invoice channels: PDF-Invoices</p> | <p>Possible invoice channels: PDF-Invoices</p> |
| <p>E-Invoicing for Sweden: Peppol AtNorth AB: 00075591471395 atNorth Holding AB: 00075591471569 atNorth HPC AB 00075566297866</p> | <p>E-Invoicing for Spain:</p> <p>Not available</p> | <p>E-Invoicing for Norway:</p> <p>Not available</p> |
| <p>PDF invoices for Sweden: se-accounting@atnorth.com</p> | <p>PDF invoices for Spain: es-accounting@atnorth.com</p> | <p>PDF invoices for Norway: no-accounting@atnorth.com</p> |

Invoice data and requirements

Invoices need to contain the listed contents from invoice data below.
Missing information can lead to the rejection of your invoice.

| | Invoice data | Explanation |
|---|--|---|
| 1 | Full name and full legal address of the contractor of the services/goods | |
| 2 | Full name and full legal address of the receiving atNorth entity of the services/goods | Please see atNorth invoice addresses at the top |
| 3 | VAT number of contractor | |

| | | |
|-----------|--|--|
| 4 | VAT number of the client | |
| 5 | Name of the document | Invoice, credit note or other title |
| 6 | Invoice number | Needs to be unique |
| 7 | Invoice date | |
| 8 | Delivery/service date | |
| 9 | Description/nature of the goods or services | |
| 10 | Quantity | |
| | | |
| 11 | Unit of measure | |
| 12 | Invoice net, gross and VAT amount including VAT rate | VAT rate and amounts on line item level, if several line items are invoiced. If no VAT is charged, certain reference is mandatory |
| 13 | Currency | |

| | | |
|-----------|---------------|--|
| 14 | Currency rate | <p>If applicable</p> <p>If an invoice is issued in a foreign currency with local VAT, the currency rate is mandatory</p> |
|-----------|---------------|--|

| | Invoice data | Explanation |
|-----------|--|--|
| 15 | Bank account or IBAN of the contractor | |
| 16 | In case of invoice corrections, credit notes: Reference to original invoice | |
| 17 | atNorth company code | Please see atNorth invoice addresses at the top |
| 18 | atNorth Purchase order number | Only one purchase order number per invoice allowed |
| 19 | <p>In case you have not received a Purchase order number from atNorth:</p> <p>atNorth reference person including first name, last name <u>and atNorth</u> e-Mail address</p> | |
| 20 | Invoices for different cost centers should be invoiced separately | |
| 21 | Documentary proof documents | If agreed in the contract, e.g. acceptance report, hours list etc. Attached to the invoice as pdf. |

| | | |
|----|---|--|
| 22 | Finland & Sweden: In case of construction services, specific text reference for this type of reverse charge is mandatory ("Omvänd skattskyldighet") | |
| 23 | Denmark: In case G-Account payments are needed, this needs to be mentioned on the invoice, including G-Account number. | |

Explanation:

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|--|
| Legal invoice requirements, mandatory information |
| atNorth invoice requirements, mandatory information |
| atNorth regional requirements, mandatory information |

Unless otherwise agreed in the relevant contract, the client is entitled to reject the invoice if incompleteness or incorrectness of an invoice causes significant problems in assigning and/or checking the invoice.

The client assumes that the expediting date of the invoice is equal to the invoice date. Collective invoices (invoices with multiple Purchase order numbers) will not be accepted.

Questions regarding submitted invoices can be asked at atNorth accounting department

Finland

fi-accounting@atnorth.com

Denmark

dk-accounting@atnorth.com

Sweden

se-accounting@atnorth.com

Iceland

is-accounting@atnorth.com

Spain

es-accounting@atnorth.com

Norway

no-accounting@atnorth.com