INSTRUCTIONS FOR SENDING GOODS INVOICES AS AN E-MAIL ATTACHMENT TO KESKO CORPORATION

These instructions apply only to goods invoices, that are sent as an e-mail attachment to Kesko Corporation. These instructions does not apply to expense invoices or invoices for Onninen Oy.

In case of any questions, please contact Kesko's financial Contact Center using the webform at www.kesko.fi/financialservices

Sending Instructions

Address

Please check the right e-mail address from invoicing instructions.

Please note that the recipient field should have only one recipient. If the e-mail needs to be sent to other recipients they should be added to the Cc or Bcc recipients' field.

Subject of the message is free form. The maximum size of the message field is one page (A4), but can also be blank.

Invoices as e-mail attachments

Invoices as e-mail attachments are accepted with the following guidelines.

1. Formats:
   - Supported PDF-formats: 1.2, 1.3, 1.4, 1.5, 1.6 and 1.7 PDF/A-1, PDF/A-2, PDF/A-3
   - Supported TIFF-formats: TIFF CCIT 4 Fax B&W (300 dpi)
2. One attachment should always include all the pages of the invoice
3. One e-mail may include only 10 attachments
4. One invoice can include maximum of 500 pages
5. The maximum size of an attachment is 10 Mb
6. Attachments should be A3 at largest. Minimum size does not exist.

Problems occurred?

If problems occur and are related to the sending of messages or attachments, the scanning partner will send further instructions in order to help solving the problem. In order to receive instructions be careful not to use an e-mail address with prefix "noreply", i.e. no-reply@company.com, When a problem occurs with an attachment, an instruction mail will be sent. Instruction e-mails will be sent one per erroneous e-mail attachment, which means that several instruction e-mails might be sent at once. Even if this happens the corrected email should include all the attachments. Please note that the scanning partner does not send instructions if attachments are not included in the e-mail.

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