



**WARNER  
MUSIC  
FINLAND**

# **INVOICING INSTRUCTIONS**

**UPDATED 11.02.2025**

**Warner Music Finland Oy**

**Business ID: 0116039-9**

**Terms of Payment: 14 days**

Shipping Address: PL 469, 00101 Helsinki

Street Address: Olavinkatu 1 B, 00100 Helsinki

Phone +358 10 841 7500

[www.warnermusic.fi](http://www.warnermusic.fi) [warnermusiclive.fi](http://warnermusiclive.fi)

[first.last@warnermusic.com](mailto:first.last@warnermusic.com)

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**Send the invoice to Warner's representative no later than one week after the event.**

**Invoicing gig fees (tour staff, e.g. musicians, technicians, etc.): clearly mark the net amount per gig, as well as the exact dates of the gigs, on the invoice.**

**Expenses related to several gigs (e.g. gig fees for tours, equipment and technology rentals) is expected to be invoiced for one month in cycles (1-month gigs = 1 bill), by the end of each current month.**



**You will be provided with a **Purchase Order** number (**PO**) that corresponds to the invoice. **Please include this number on your invoice**, such as in the reference section. Additionally, the invoice must list the orderer's name and provide a detailed description of the products or services being invoiced.**



The **PO number** will be sent to the email address stated in your Vendor form **in a few days time**.

In the case of larger sums, it might take **over a week** for the PO number to go through approval process.

The PO number is automatically sent from this address  
**[warnermusic.P2P@p2p.basware.com](mailto:warnermusic.P2P@p2p.basware.com)**

***Please take into consideration, that the message containing the PO number might end up in the trash.***

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## **Sending the Invoice**

- **Online Invoicing (*primary*)**

**Send the invoice online:**

**Address: 003701160399**

**Operator ID: BAWCFI22**

- **Invoice via Email**

**Send the invoice (e.g. as PDF or JPG format) to this address: [invoices.finland@warnermusic.com](mailto:invoices.finland@warnermusic.com)**

# ***PLEASE NOTE!***

**If this is your first time invoicing Warner Music Finland, or if your last invoice was submitted over two years ago, please fill out our [Vendor Creation Form \(VCF\)](#).**

**This is required from every new invoicer, as filling out the form is our company's policy.**

**You can download the form from our website at**

**[warnermusic.fi/laskutustiedot/](http://warnermusic.fi/laskutustiedot/)**

**An invoice cannot be processed or paid without a completed Vendor Form and a PO number included on the invoice when submitted.**



**THANK YOU!**

**We appreciate the  
collaboration.**