

To ensure the smooth and prompt processing of your invoice, please follow the instructions below.

Supplier Registration

If you are invoicing our company for the first time or your details (e.g., bank account number) have changed, please fill out the vendor creation form.

The form can be found at: <http://warnermusic.fi/laskutustiedot/>

Return the completed form to: invoices.finland@warnermusic.com.

Please note that registration is mandatory, and we cannot process your invoice until your registration is complete.

Before Invoicing: PO Number

A Purchase Order (PO) number is always required for your invoice, as it is a mandatory detail for processing the payment. Your Warner contact will request this number for the agreed work. The number will then be sent to you automatically via email from warnermusic.P2P@p2p.basware.com – please check your spam folder as well.

Always confirm the final billable amount, as well as any changes and additions, with your contact person before sending the invoice.

Invoice Content and Requirements

Please ensure your invoice includes the following information:

- PO Number: Add the PO number you received to a visible place on the invoice, for example, in the order number or reference field.
- The name of your contact person at Warner.
- Itemize the billed products and/or services with their corresponding dates.

Sending the Invoice

Please send the invoice as soon as possible after the agreed-upon work has been completed.

Warner Music Finland Oy
Business ID: 0116039-9
Payment term: 14 days net

E-invoice (Preferred method): OVT: 003701160399 / Operator ID: BAWCFI22

E-mail: invoices.finland@warnermusic.com (PDF or JPG file)

Please note: We cannot process or pay an invoice without the required PO number and a completed vendor creation form (for new suppliers). Thank you for your cooperation!