

Please follow the instructions below to ensure smooth and prompt processing of your invoice.

1. New Vendors and Updating Information

If you are invoicing us for the first time or if your details (e.g., bank account number) have changed, please complete the vendor creation form prior to invoicing.

- Form available at: <http://warnermusic.fi/laskutustiedot/>
- Send completed form to: invoices.finland@warnermusic.com

Please note: Vendor registration is mandatory. We cannot process invoices before your vendor information is updated in our system.

2. Before Invoicing: Purchase Order Number (PO Number)

You always need a PO number (Purchase Order number) on your invoice.

- Your contact person at Warner will request this number for the agreed work, and it will be sent to your email.
- Always confirm the final invoice amount and any potential changes with your contact person before submitting the invoice.
- (Exception: Royalty invoices currently do not require a PO number).

3. Mandatory Information Required on Invoices

- PO Number: Enter the PO number in the "Your Reference" / "Reference" field on the invoice.
- Contact Person: State the name of your Warner contact person.
- Breakdown: Itemize the billed products, services, or performance-specific fees with dates.

4. Invoicing Addresses

Please select the correct invoicing address based on the department or unit you have done business with:

General information for all invoices:

Company Name: Warner Music Finland Oy | Business ID (Y-tunnus): 0116039-9 |

Payment Terms: 14 days net

A. Warner Music Finland (Other operations and departments)

E-invoicing Address (OVT): 003701160399

Operator: BAWCFI22

PDF Invoices via Email: invoices.finland@warnermusic.com

B. Warner Music Live (Booking & Live Business)

E-invoicing Address (OVT): 003701160399

Operator: Maventa (003721291126)

Bank Network Routing Code: DABAFIHH

PDF Invoices via Email: 01160399@scan.netvisor.fi

(Note: The invoice and any attached documents must be combined into a single PDF 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!