

INVOICE DETAILS

On The Rocks, Helsinki Oy



Dear Partner,

Please read the following instructions carefully to ensure that invoices are received and processed without issues.

Invoicing is only permitted *after the performance*, unless otherwise agreed. The payment term must be **at least 14 days**. The invoice must be sent no later than during the calendar month following the performance.

Invoices must always be submitted per band – the total amount cannot be divided into multiple invoices.

On The Rocks, Helsinki Oy only processes payments against an official invoice. The invoicing party must be a registered company, sole proprietorship, or association with a valid business ID. If you do not have access to a company that can invoice, please use an invoicing service. Unfortunately, we are unable to pay performance fees to private individuals, that do not fulfill the conditions stated above.

REQUIRED INFORMATION FOR THE INVOICE

- On The Rocks, Helsinki Oy's name and business ID
- Billing address
- Name and business ID of the client or contact person
- Name of the performer / band
- Date of *the event*

Please note that if the invoice is missing required information or contains incorrect details, it may be rejected. In such cases, you will be asked to provide a credit note and submit a new, corrected invoice with the proper information

E-INVOICING DETAILS

We kindly request that invoices be sent primarily as e-invoices. Our e-invoicing operator is Apix.

Company name:	Business ID:	E-invoice address:
On The Rocks, Helsinki Oy	2259509-2	003722595092

Operator information:	Operator ID:
If your e-invoice operator is a service provider (e.g. Basware, etc.), please use the appropriate operator ID provided by your service.	003723327487
If your e-invoice operator is a bank (e.g. Danske Bank, Handelsbanken, Ålandsbanken, S-Pankki, Säästöpankit, Aktia Säästöpankki tai Paikallisosuuspankit)	DABAFIHH

For more information about sending e-invoices, please visit: <https://apixmessaging.com>. If you are unable to send e-invoices, we kindly ask you to send your invoice to our scanning service by email, following the instructions below.

EMAIL SCANNING (pdf) Please select this option if you are a foreign supplier.

Invoices can also be sent as PDF attachments to the following email address: FI22595092@scan.emce365.fi

Important notes for sending invoices via email to the scanning service:

- Invoices must be sent as **PDF** attachments in the email.
- The payment term for invoices submitted via email must be a **minimum of 21 days**.
- One email can include multiple invoices, as long as each is in its own PDF attachment.