



How to invoice ATA Gears

ATA Gears accepts invoices as e-invoices. The invoice must include the purchase order number as well as the ATA reference person.

The order number is in the format XXXXX (5 digits). The order number must appear on the invoice and in the XML file in the following field:

- Order Identifier

An invoice may only contain expenses for one order. If a purchase order is billed in multiple installments, or if the delivery involves items from multiple purchase orders, please create multiple invoices.

ATA Gears Electronic Invoicing Address

Electronic invoicing address: 003701538267
Intermediary ID: 003723609900 or PAGERO

In the case of material invoices issued in an EU member state, VAT is 0%. Required Intrastat data is as follows:

- Country of origin of the goods
- Country supplying the goods
- Commodity code (CN-code) of the goods
- Net weight of the goods
- Number of items
- Mode of transport

In case you cannot send an electronic invoice:

If you are unable to send electronic invoices from your system, you can submit invoices through a free-of-charge supplier portal. Attachments can also be added to the invoices.

Suppliers outside of Finland can send invoices via email:

finance@atagears.fi

Please note that international money transfer takes time and so does the processing of invoices in accordance with the requirements of ATA Gears' internal invoice approval system.

For more information:

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ATA Gears Ltd