Toimittajayritys Oy

Laskutuksesta vastaava

PL XXX

00101 HELSINKI

**Our invoicing address has changed**

Dear Partner,

We have switched to electronic invoicing including purchase invoices and paper invoices to improving our efficiency. Our operator is Maventa.

Our e-invoicing information:

|  |  |  |
| --- | --- | --- |
| Our company’s information | | |
| Name | Business ID | E-invoicing address |
|  |  |  |

|  |  |
| --- | --- |
| Operator Information | |
| Operator | Operator Identifier |
| Maventa | 003721291126 |
| Our Mediator Code if sending from Bank Networks: DABAFIHH | |

If you can’t send e-invoices, we ask you to send paper invoices to:

Company name

Serial number (y-tunnuksenne ilman väliviivaa esim. 12345678 )

PL 100

FI-80020 Kollektor Scan

Finland

* The serial number must be on every invoice’s address field, not only on the envelope.
* Use only black color print.
* Send only invoices and related attachments to scanning.
* Don’t use staples.

You can also send PDF-format invoices via email with following requirements.

* The invoice has to be sent as an attachment in the email
* One invoice per file including all pages and attachments
* Multiple invoice files can be sent in one email. All files must have separate names
* Total size of the email cannot exceed 10Mb
* The PDF-files must be authentic PDF-documents version 1.3 or higher
* PDF-files cannot be protected with a password or locked in any other way
* The size of the document may not be greater than 210 x 297 mm
* The file name is not allowed to contain other characters than a-z, A-Z, 0-9.

PDF-format invoices can be sent to: invoice-serialnumber@kollektor.fi

More information:

Company

Name

Email

Phone

Sincerely,

Company X