

NOTIFICATION

Dear Business Partner,

Please note that we are now using electronic invoicing and wish to receive invoices primarily electronically. If your company isn't able to send electronic invoices or email invoices, we ask you to send paper invoices to the invoice scanning service introduced below (section 3). Please note that we do not accept invoices sent to our business address. The change is applicable from 10 October 2019 onward.

1. Electronic invoices

Architects Soini & Horto Oy, 2100968-8
Electronic invoicing address: 003721009688
Operator: Maventa (003721291126)
Electronic Data Interchange ID when sent from banking network: DABAFIHH*

*Use this ID if your electronic invoicing software doesn't allow sending invoices directly to Maventa's ID.

2. Receiving invoices by email to the scanning service

We hope that only invoices will be sent to this address. Invoices are sent to the service as PDF attachments in the email, and the invoice attachments must be in the same file as the invoice itself.

Invoice email address is: 21009688@scan.netvisor.fi

- You can send several invoices in one email, as long as each invoice is a separate attachment. All files must have a different name.
- The maximum size of one email is 5Mb.
- PDF files must be genuine PDF documents (PDF version 1.3 or later).
- PDF files must not be locked or password protected.
- The maximum external size of the document is 210 x 297 mm.
- Allowed characters in the attachment name are common characters, a-z, A-Z, 0-9. Please do not use special characters when naming the attachments.

3. Receiving invoices via post to the scanning service

The address information must be complete on both the invoice and the envelope so that the invoice can be forwarded quickly and reliably to its recipient.

Architects Soini & Horto Oy
21009688
PO Box 100
80020 Kollektor Scan

- Please only send invoice material to the scanning service address. These mails are automatically read into our company ledger, and no other material (such as receipts, business gifts, credit cards, and admission tickets) reaches its recipient through this address.
- Preferably use only black on a white background in the text: this gives the clearest result for the identification of the invoice data.
- Please do not use staples on invoices sent to the scanning service.