

## **Our billing address will change from 2.12.2024**

Dear partner,

Our billing address will change **from 2.12.2024** and we would like to receive our invoices primarily in electronic form. If your company does not have the possibility to send invoices by email, you can send paper invoices to our scanning service address. We do not accept invoices at our business address.

### **1. Receiving invoices by e-mail to the scanning service**

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

E-mail address of the invoice: 06667367@scan.netvisor.fi

- You can send several invoices in one email, as long as each invoice is a separate attachment. Each file must have a different name.
- The maximum size of a single email is 5Mb.
- PDF files must be genuine PDF documents (PDF version 1.3 or higher).
- PDF files must not be locked or password protected.
- The maximum document size is 210 x 297 mm.
- The characters allowed for the name of the annex are standard characters, a-z, A-Z, 0-9. Please do not use special characters for naming annexes.

### **2. Receipt of invoices by post to the scanning service**

Address details must be complete on both the invoice and the envelope in order to ensure that the invoice can be forwarded quickly and efficiently. reliably to its addressee.

Itä-Helsingin Lasi Oy  
06667367  
P.O. BOX 100  
80020 Kollektor Scan

- Please send only invoice material to the scan address. These mails will be automatically read to our company's accounts, and no other material (e.g. receipts, business gifts, credit cards and tickets) will reach their recipients through this channel.
- Please use only black on a white background for text: it gives the clearest result. for the identification of invoice details.
- Please do not use staples on invoices sent to the scanning service.