

Dear Partner,

We process purchase invoices electronically and accept e-invoices. Our e-invoicing provider is Maventa.

### **E-invoices**

**Company name:** *Company name*

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**Business ID:** *e.g., 1234567-8*

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**E-invoice address:** *e.g., 00123456789*

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### **Operator details**

**Operator:** Maventa

**Operator ID:** 003721291126

**Operator ID when sending via banking network:** DABAFIHH

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### **Email invoices**

PDF invoices can be sent to:

**Email address:** *e.g., FI-xxxxxxxxx@scan.maventa.com*

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Please note that:

- Invoices are sent as email attachments.
  - One invoice per file, containing all pages of a single invoice.
  - Multiple invoices can be sent in a single email message. All files must have their own name.
  - A single email can be a maximum of 10 MB.
  - PDF files must be genuine PDF documents, version 1.3 or later.
  - PDF files must not be locked or password-protected.
  - The maximum external dimensions of the document are 210 x 297 mm.
  - The attachment name may only contain standard characters: a-z, A-Z, 0-9.
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## Paper invoices

If you are unable to send invoices electronically, please send paper purchase invoices to the following address:

**Company name:** *Company name*

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**Customer ID:** *e.g., AIFIXXXX (AIFI + unique ID)*

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Please note that:

- The customer ID (ID starting with AIFI) and mailing address must be included in the address field of each invoice, not just on the envelope.
- Use only black text.
- Send only invoices and their attachments for scanning.
- Do not use staples on invoices.