Invoicing instructions

Saimaan Palju ja Lautta Oy

SAIMAAN PALJU EVENTS

We prefer to receive invoices as e-invoices. If e-invoicing is not possible, please email the invoice as a PDF file. Paper invoices go through a scanning service. Please do not send invoices to our business addresses.

Company to invoice	Saimaan Palju ja Lautta Oy
Business ID	2848931-1
Domicile	Savitaipale, Finland

1. *E-invoice (preferred)*

E-invoice address	**003728489311**
Operator	Maventa
Operator ID	003721291126
Intermediator ID when sending via the bank network	DABAFIHH

Use the intermediator ID DABAFIHH only if your e-invoicing software cannot send invoices directly to the Maventa intermediator ID.

Alternative e-invoice address

E-invoice address	**FI7256200920513198**
Operator	OP (OKOYFIHH)

2. *Invoice by email (PDF)*

Email address

28489311@scan.netvisor.fi

- Send only invoices to this address.
- Put the invoice and its attachments in the same PDF file.
- One email may contain several invoices, as long as each invoice is a separate attachment. Each file must have a different name.
- The maximum size of one email is 5 MB.
- The file must be a genuine PDF document (PDF version 1.3 or later). It must not be locked or password protected.
- Page size up to 210 × 297 mm (A4).
- Use only standard characters in the attachment name: a–z, A–Z and 0–9. No special characters or spaces.

3. *Paper invoice*

Saimaan Palju ja Lautta Oy
28489311
PL 100
80020 Kollektor Scan
Finland

- Write the full address both on the invoice and on the envelope, so the invoice reaches us quickly.
- Send only invoices to the scanning service. The mail is read automatically into our accounts payable system, so any other material (for example receipts, gifts, credit cards or tickets) will not reach us this way.
- Black text on a white background gives the best scanning result.
- Please do not use staples.

Questions about invoicing? Teemu, teemu@saimaanpalju.fi, +358 40 588 0738